



# EARLY YEARS POLICIES

Little Wonders Nurseries

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## Little Wonders Nursery Safeguarding Policy

At Little Wonders Nursery, safeguarding is at the heart of everything we do. We are deeply committed to ensuring the safety, welfare, and well-being of all children in our care. Our nursery is a place where children should feel safe, secure, and supported to grow and thrive. We recognise that safeguarding is everyone's responsibility and that early intervention is key to preventing harm.

### Our Commitment to Safeguarding

We follow strict safeguarding procedures to protect children from harm. Every member of our team is dedicated to maintaining a culture of vigilance, ensuring that all children are safeguarded from abuse, neglect, and exploitation. We believe that every child has the right to be nurtured in a safe and loving environment.

### Legal Framework

Our safeguarding policy aligns with UK statutory guidance, including:

- The Children Act 1989 & 2004
- The Early Years Foundation Stage (EYFS) Statutory Framework
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (2018)
- The Prevent Duty (2015)
- Local Safeguarding Partnership Guidelines

### Roles and Responsibilities

We have a **Designated Safeguarding Lead (DSL)** who is responsible for overseeing all safeguarding matters, ensuring policies are implemented effectively, and responding to concerns. A **Deputy DSL** supports this role, and all staff receive safeguarding training to ensure they can identify and respond to concerns appropriately.

### Recognising Signs of Abuse and Neglect

Abuse can take many forms, and our team is trained to recognise the signs. These include:

- **Physical abuse** – injuries such as bruises, burns, or fractures caused deliberately.
- **Emotional abuse** – persistent criticism, humiliation, or rejection that impacts a child's emotional well-being.
- **Sexual abuse** – inappropriate touching, exposure to inappropriate content, or coercion.

- **Neglect** – failing to meet a child’s basic needs, such as food, clothing, and medical care.

If we ever have concerns about a child’s safety, we act swiftly and appropriately to protect them.

### **Reporting Concerns**

We encourage a culture where staff feel confident in reporting safeguarding concerns. Any concerns, no matter how small, are recorded and reported to the DSL. If a child is in immediate danger, we contact emergency services and the relevant safeguarding authorities without delay.

### **Safe Recruitment and Staff Training**

We follow rigorous **safer recruitment** practices, ensuring all staff undergo enhanced DBS checks, provide references, and complete detailed interviews. All team members receive regular safeguarding training to keep them up to date with best practices and legislative changes.

### **The Prevent Duty**

We are committed to protecting children from the risk of radicalisation and extremism. Our staff are trained to recognise warning signs and take appropriate action if concerns arise. Risk assessments are conducted regularly to ensure our environment remains safe and inclusive.

### **Online Safety**

Children’s exposure to technology is carefully monitored. Staff follow strict protocols to prevent access to harmful content, and we educate children about staying safe online in an age-appropriate manner.

### **Managing Allegations Against Staff**

If an allegation is made against a member of staff, we take it extremely seriously. We follow local safeguarding procedures, report the concern to the **Local Authority Designated Officer (LADO)**, and take immediate steps to ensure the safety of the children in our care.

### **Confidentiality and Record Keeping**

All safeguarding concerns are recorded securely and shared only with those who need to know. Parents are informed of concerns unless doing so would place the child at greater risk. We respect confidentiality while always prioritising child protection.

### **Working with Parents and External Agencies**

We believe that safeguarding is most effective when we work in partnership with parents, carers, and external agencies. We maintain open communication and work collaboratively with social services, health professionals, and other safeguarding bodies to ensure the best outcomes for children.

**Whistleblowing**

We encourage staff to speak up if they suspect unsafe practices within our nursery. A clear whistleblowing policy is in place, allowing staff to report concerns without fear of repercussions.

**Policy Review**

Safeguarding is an ever-evolving area, and we review this policy annually—or sooner if necessary—to reflect changes in legislation and best practices.

## **Prevent Duty Policy**

### **1. Policy Statement**

Little Wonders Nursery is committed to safeguarding children from the risk of radicalisation and extremism. This policy complies with the statutory **Prevent Duty Guidance (2015)** under the **Counter-Terrorism and Security Act 2015**, the **Early Years Foundation Stage (EYFS) Framework**, and **Keeping Children Safe in Education (KCSIE) 2023**.

### **2. Aims**

- To identify and mitigate risks of radicalisation and extremism.
- To provide staff with the necessary training to recognise and respond to concerns.
- To create a safe environment where children are protected from extremist influences.

### **3. Prevent Duty Lead (PDL)**

The **Prevent Duty Lead (PDL)** for [Your Nursery Name] is [Name]. Their responsibilities include:

- Ensuring all staff are trained on the Prevent Duty.
- Identifying risks and reporting concerns appropriately.
- Liaising with external safeguarding partners, including the **Local Authority Prevent Coordinator**.

### **4. Legislation and Guidance**

- **Counter-Terrorism and Security Act 2015**
- **Prevent Duty Guidance 2015**
- **Working Together to Safeguard Children 2023**
- **Keeping Children Safe in Education 2023**
- **Early Years Foundation Stage (EYFS) Framework**

### **5. Recognising Signs of Radicalisation**

Staff are trained to identify:

- **Changes in behaviour** (withdrawal, isolation, increased aggression).
- **Expressions of extremist views** (intolerance towards others, endorsement of violence).

- **Online activity** (viewing extremist content, sharing radical ideas).

## 6. Reporting Concerns

- Any concerns must be reported immediately to the **PDL**.
- If there is an immediate threat, staff must contact **999**.
- Concerns should be documented and shared with the **Local Safeguarding Team** or **Prevent Coordinator**.

## 7. Working with Parents and Communities

- Staff will engage with parents to discuss concerns where appropriate.
- The nursery promotes British values of **democracy, rule of law, individual liberty, mutual respect, and tolerance**.
- Resources are provided to help families understand and prevent radicalisation.

## 8. Online Safety and IT Usage

- The nursery implements measures to restrict access to extremist content online.
- Staff educate children about safe online practices in an age-appropriate manner.

## 9. Staff Training and Awareness

- All staff receive **Prevent Duty training** as part of their safeguarding induction.
- Annual updates ensure staff are aware of the latest risks and reporting procedures.

## 10. Policy Review

- This policy is reviewed **annually** or in response to changes in legislation.
  - Updates are communicated to all staff and stakeholders.
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## Whistleblowing Policy

### 1. Policy Statement

Little Wonders Nursery is committed to transparency, accountability, and safeguarding the well-being of all children and staff. This policy is designed to encourage staff to report concerns about malpractice, wrongdoing, or breaches of policy without fear of retaliation. It aligns with the **Public Interest Disclosure Act 1998 (PIDA)** and **Keeping Children Safe in Education (KCSIE) 2023**.

### 2. Aims

- To provide a clear process for reporting concerns.
- To protect whistleblowers from victimisation or unfair treatment.
- To promote an open and safe culture where concerns are taken seriously.

### 3. Who Does This Policy Apply To?

This policy applies to all employees, volunteers, contractors, and stakeholders of Little Wonders Nursery.

### 4. Types of Concerns Covered

Whistleblowing applies to concerns that are in the **public interest**, including:

- Safeguarding concerns involving children.
- Criminal activity or illegal practices.
- Health and safety risks.
- Financial fraud or mismanagement.
- Breaches of policies or ethical misconduct.

### 5. Reporting Concerns

- Staff should report concerns to the **Whistleblowing Officer (WO): (Manager)**.
- If the concern involves the WO, it should be reported to the **nursery CEO (Yasir Patel)** or an external authority such as **Ofsted (0300 123 1231)** or the **Local Authority Designated Officer (LADO)**.
- Reports should be made in writing where possible, detailing the issue and any supporting evidence.

### 6. Confidentiality & Protection

- All reports will be handled confidentially, and identities will be protected wherever possible.
- No staff member will face discrimination or retaliation for raising concerns in good faith.

## 7. Investigation Process

- The nursery will acknowledge receipt of concerns within **5 working days**.
- A formal investigation will be conducted, and the whistleblower may be contacted for further information.
- Outcomes will be communicated where appropriate, while maintaining confidentiality.

## 8. False Allegations

- Any deliberately false or malicious allegations may result in disciplinary action.

## 9. Policy Review

- This policy is reviewed **annually** or following legislative updates.
  - Updates will be communicated to all staff.
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## Lost Child Policy

### 1. Policy Statement

At Little Wonders Nursery, the safety and security of children in our care are of utmost importance. This policy outlines procedures to prevent and respond to incidents where a child goes missing. It complies with the **Early Years Foundation Stage (EYFS) Framework**, **Keeping Children Safe in Education (KCSIE) 2023**, and **Health and Safety at Work Act 1974**.

### 2. Aims

- To ensure robust procedures are in place to prevent a child from going missing.
- To establish clear actions for staff if a child is lost.
- To ensure children are supervised at all times and accounted for.

### 3. Preventative Measures

- Staff-to-child ratios strictly adhered to as per EYFS guidelines.
- Regular headcounts conducted throughout the day, especially during transitions and outings.
- Secure premises with controlled access to prevent unauthorised exit.
- Clear sign-in and sign-out procedures for children.
- Risk assessments conducted for outdoor play areas and trips.

### 4. Procedures in the Event of a Lost Child

#### On Nursery Premises:

1. **Immediate Search:** Staff conduct an immediate search of the building and outdoor areas.
2. **Alert Management:** The nursery manager is notified, and all available staff assist in searching.
3. **Secure Premises:** Doors and exits are monitored to prevent further movement.
4. **Escalation:** If the child is not found within **10 minutes**, the police (999) and the child's parents/carers are contacted.
5. **Documentation:** A full incident report is completed and reviewed to prevent recurrence.

#### On an Outing or Trip:

1. **Gather Children:** Staff immediately gather all other children to ensure their safety.

2. **Search Area:** A systematic search is conducted while keeping remaining children supervised.
3. **Inform Authorities:** If the child is not located within **5 minutes**, staff notify the venue's security and **contact the police (999)**.
4. **Inform Parents/Carers:** Parents are contacted immediately with updates.
5. **Incident Report:** A full investigation and report are conducted upon the child's safe return.

## 5. Post-Incident Actions

- Conduct a review of procedures to identify any weaknesses.
- Provide staff with additional training if necessary.
- Offer support to children, parents, and staff affected by the incident.

## 6. Staff Responsibilities

- All staff must remain vigilant and ensure children's safety at all times.
- Headcounts and roll calls must be performed at key transition points.
- Any concerns regarding security must be reported to management immediately.

## 7. Policy Review

- This policy is reviewed **annually** and updated in response to any incidents.
  - Updates are communicated to all staff to ensure adherence.
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## Safer Recruitment Policy

### 1. Policy Statement

At Little Wonders Nursery, we are committed to ensuring that all recruitment processes are conducted in a way that safeguards and promotes the welfare of children. This policy complies with the **Early Years Foundation Stage (EYFS) Framework, Keeping Children Safe in Education (KCSIE) 2023**, and the **Safeguarding Vulnerable Groups Act 2006**.

### 2. Aims

- To recruit individuals who are suitable to work with children.
- To implement robust recruitment procedures that deter unsuitable candidates.
- To maintain compliance with legal and regulatory requirements.

### 3. Pre-Recruitment Procedures

- All job descriptions will include a clear statement on the commitment to safeguarding children.
- Applicants must complete a comprehensive application form including work history and references.
- A self-declaration of any criminal convictions is required at the application stage.

### 4. Selection Process

- A structured shortlisting process will assess candidates based on skills, qualifications, and safeguarding suitability.
- At least one member of the interview panel will be **Safer Recruitment trained**.
- Interviews will include safeguarding-related questions to assess candidates' understanding of child protection responsibilities.

### 5. Pre-Employment Checks

Before a candidate can begin employment, the following checks must be completed:

- **Enhanced DBS Check:** Ensuring no prior convictions that disqualify the candidate from working with children.
- **Barred List Check:** Verifying that the individual is not prohibited from working with children.
- **Identity Verification:** Checking passports, driving licenses, or other official ID.
- **Right to Work in the UK:** Ensuring compliance with immigration laws.

- **Reference Checks:** Obtaining at least two professional references, including the most recent employer.
- **Qualification Verification:** Ensuring that the candidate meets the required educational standards.
- **Online Checks**

## 6. Induction & Training

- All new staff will undergo a **mandatory induction programme** covering safeguarding, child protection, and nursery policies.
- Regular training updates will be provided to ensure compliance with the latest safeguarding guidelines.

## 7. Ongoing Staff Suitability

- Annual staff suitability declarations will be required.
- Any concerns regarding staff conduct or safeguarding must be reported immediately to management.
- Employees must inform the nursery of any changes in their circumstances that may impact their ability to work with children.

## 8. Safer Recruitment for Volunteers & Agency Staff

- Volunteers and agency staff must undergo appropriate DBS and reference checks before being allowed unsupervised access to children.

## 9. Policy Review

- This policy is reviewed **annually** and updated as necessary to remain in line with best practices and legal requirements.
  - All staff are required to read and acknowledge updates to this policy.
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## Use of Mobile Phones, Cameras, and Social Media Policy

### 1. Policy Statement

At Little Wonders Nursery, we are committed to ensuring the safety and protection of children in our care. This policy outlines the appropriate use of mobile phones, cameras, and social media within the nursery setting, in compliance with the **Early Years Foundation Stage (EYFS) Framework**, **Data Protection Act 2018 (UK GDPR)**, and **Keeping Children Safe in Education (KCSIE) 2023**.

### 2. Aims

- To protect children from potential harm associated with mobile phone and camera misuse.
- To ensure staff, parents, and visitors understand and adhere to safe usage guidelines.
- To maintain professionalism in all social media interactions related to the nursery.

### 3. Use of Mobile Phones

- Staff must store personal mobile phones in a designated secure area during working hours.
- Mobile phone use is only permitted during designated break times and in non-childcare areas.
- Personal mobile phones must **never** be used to take photographs or record videos of children.
- Parents and visitors are prohibited from using mobile phones within nursery rooms.

### 4. Use of Cameras and Nursery Devices

- Only nursery-approved cameras or tablets may be used to capture images of children.
- Photographs and videos must only be taken for **educational and assessment purposes**.
- All images must be securely stored and deleted once no longer required.
- Parents must provide written consent before any child's image is used for promotional purposes.

### 5. Social Media Policy

- Staff must not post any images or information related to children, parents, or colleagues on personal social media accounts.

- Any posts referencing Little Wonders must be professional and align with the nursery's values.
- Staff should not accept or send friend requests to parents or carers on personal accounts.
- Nursery social media accounts will only be managed by authorised personnel.

## 6. Breaches of Policy

- Any breach of this policy will be treated as a **disciplinary matter**.
- Serious violations may result in **dismissal** and, if applicable, **legal action**.
- Any concerns about inappropriate use of mobile phones, cameras, or social media must be reported to the **nursery manager** immediately.

## 7. Policy Review

- This policy is reviewed **annually** to ensure continued compliance with legislation.
  - Updates will be communicated to all staff, parents, and stakeholders.
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## **Health and Safety Policy**

### 1. Purpose:

The purpose of this policy is to ensure the health, safety, and welfare of children, staff, and visitors at Little Wonders Nursery. It aims to reduce the risk of accidents and ensure compliance with all relevant health and safety legislation.

### 2. Scope:

This policy applies to all staff, children, visitors, and contractors at Little Wonders Nursery.

### 3. Responsibilities:

- **Nursery Manager:** The Nursery Manager has overall responsibility for health and safety. They will ensure that all staff are trained and that health and safety procedures are followed.
- **Staff:** All staff are responsible for maintaining a safe environment for children, themselves, and visitors. They must report any hazards or safety concerns to the Nursery Manager.
- **Children:** Children will be taught the importance of safety in a manner appropriate to their age and understanding.

### 4. General Health and Safety Guidelines:

- **Safety Equipment:** The nursery will be equipped with all necessary safety equipment, including fire extinguishers, first aid kits, and safety gates.
- **Hygiene:** High standards of hygiene will be maintained throughout the nursery. This includes cleaning and sanitising toys, surfaces, and rest areas regularly.
- **Supervision:** Children will always be supervised when using equipment, during outdoor play, and in any potentially hazardous situation.

### 5. Risk Assessment:

Regular (daily) risk assessments will be conducted to identify potential hazards and implement control measures. All staff will be involved in the risk assessment process, and any significant risks will be promptly addressed.

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## **Risk Assessment Policy**

### 1. Purpose:

This policy is designed to ensure that all risks associated with activities, equipment, and the environment at Little Wonders Nursery are identified, assessed, and controlled to minimise the potential for harm.

## 2. Scope:

This policy applies to all nursery staff, children, and visitors at Little Wonders Nursery.

## 3. Risk Assessment Procedures:

- **Identification of Hazards:** Staff will identify potential hazards in the nursery environment, including physical hazards (e.g., toys, furniture, outdoor equipment), environmental hazards (e.g., weather conditions), and procedural hazards (e.g., moving children between activities).
- **Risk Evaluation:** Each identified hazard will be evaluated in terms of the likelihood and severity of harm. Control measures will be implemented to minimise risks, including removing or substituting the hazard, reducing exposure, and providing appropriate supervision.
- **Ongoing Monitoring:** The risk assessment process is ongoing. Staff will continuously monitor risks and make adjustments to activities or environment as needed.

## 4. Special Risk Assessments:

- **Outdoor Activities:** Detailed risk assessments will be conducted before outdoor excursions, including trips to parks, playgrounds, or other public spaces.
- **New Activities or Equipment:** Any new activity, equipment, or materials introduced to the nursery will undergo a thorough risk assessment before use.

## 5. Recording and Reporting:

Risk assessments will be documented and stored for reference. Any incidents or near-misses will be recorded to help evaluate and improve safety protocols.

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# **Fire Safety and Emergency Evacuation Policy**

## 1. Purpose:

This policy aims to ensure that the nursery is fully prepared for fire safety and emergency evacuation. It ensures the safety of children, staff, and visitors in the event of a fire or other emergency situations.

## 2. Scope:

This policy applies to all staff, children, visitors, and contractors at Little Wonders Nursery.

## 3. Fire Safety Procedures:

- **Fire Drills:** Regular fire drills will be conducted to ensure all staff and children are familiar with evacuation procedures. Fire drills will take place at least once every term.

- **Fire Extinguishers:** Fire extinguishers will be placed in strategic locations throughout the nursery and will be checked regularly for maintenance and functionality.
- **Emergency Exit Routes:** All emergency exits will be clearly marked and free from obstruction at all times. These exits will be regularly inspected to ensure accessibility.

#### 4. Evacuation Plan:

- **Evacuation Procedure:** In the event of a fire, children and staff will evacuate the building calmly and quickly through the nearest safe exit. A designated fire marshal will lead the evacuation and check all rooms to ensure everyone has exited.
- **Assembly Point:** Once outside, all staff and children will gather at a pre-designated assembly point for a headcount. No one will be allowed to re-enter the building until it has been declared safe by emergency services.
- **Children with Special Needs:** Special arrangements will be made for children with additional needs or mobility issues to ensure they can evacuate safely.

#### 5. Fire Safety Training:

All staff will receive fire safety training as part of their induction and ongoing professional development. This training will cover the proper use of fire extinguishers, emergency procedures, and evacuation protocols.

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## **First Aid and Medication Policy**

### 1. Purpose:

The purpose of this policy is to ensure that children receive appropriate first aid treatment in the event of an injury or medical emergency, and to establish clear procedures for administering medication.

### 2. Scope:

This policy applies to all children and staff at Little Wonders Nursery.

### 3. First Aid Procedures:

- **First Aid Kit:** A fully stocked first aid kit will be available in each room and on outings. The kit will be checked regularly to ensure that all supplies are in date and complete.
- **Minor Injuries:** Staff will assess and provide first aid for minor injuries (e.g., cuts, bruises, scrapes). Staff will document the injury and inform parents at the end of the day.

- **Serious Injuries:** In the event of a more serious injury, immediate medical assistance will be sought. Staff will call emergency services, and parents will be contacted as soon as possible.

#### 4. Medication Procedures:

- **Parental Consent:** Medication will only be administered if parents have provided written consent. The medication must be in its original packaging with clear instructions regarding dosage and frequency.
- **Storage:** All medication will be stored in a safe, secure location, out of reach of children.
- **Record Keeping:** A medication record will be kept for each child receiving medication, including the name of the child, the type of medication, the dose, and the time of administration.
- **Emergency Medication:** For children with specific medical needs (e.g., asthma, allergies), emergency medication (e.g., inhalers, epinephrine) will be readily available and staff will be trained to administer it.

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## **Infection Control and Illness Policy**

### 1. Purpose:

The purpose of this policy is to minimise the spread of infections and illnesses at Little Wonders Nursery, ensuring a safe and healthy environment for children, staff, and visitors.

### 2. Scope:

This policy applies to all children, staff, and visitors at Little Wonders Nursery.

### 3. Infection Control Procedures:

- **Hand Hygiene:** Staff and children will be encouraged to wash their hands regularly, especially before meals, after using the toilet, and after playing outside. Alcohol-based hand sanitisers will also be provided in key areas.
- **Cleaning and Sanitising:** Surfaces, toys, and equipment will be cleaned and sanitised regularly, especially after use by children who may be ill.
- **Illness Policy:** Children who show symptoms of contagious illness (e.g., fever, vomiting, diarrhoea, rashes) will be sent home and must remain at home until they are symptom-free for 48 hours (or as advised by a healthcare provider).

#### 4. Exclusion from Nursery:

Children with certain infectious diseases (e.g., chickenpox, measles) will be excluded from the nursery for a set period, in line with national health guidelines.

#### 5. Staff Illness:

Staff who are ill should stay home to prevent the spread of illness to children and colleagues. Staff will be encouraged to seek medical advice if they are unwell and unable to perform their duties.

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## **Food Safety and Hygiene Policy**

### 1. Purpose:

This policy ensures that food prepared and served at Little Wonders Nursery is safe, nutritious, and hygienic, promoting healthy eating habits and preventing foodborne illnesses.

### 2. Scope:

This policy applies to all staff involved in food preparation, serving, and handling at Little Wonders Nursery.

### 3. Food Safety Procedures:

- **Food Storage:** All food will be stored in suitable conditions, with perishable items kept in the fridge and dry goods stored in a cool, dry place.
- **Food Preparation:** Staff will follow safe food handling procedures, including washing hands before handling food, ensuring food is cooked thoroughly, and avoiding cross-contamination between raw and cooked foods.
- **Allergy Awareness:** Staff will be trained to recognise and handle food allergies. A list of children's allergies will be kept in the kitchen and shared with all relevant staff members.

### 4. Hygiene and Cleanliness:

- **Cleaning:** All food preparation areas will be cleaned before and after use. Utensils, dishes, and surfaces will be sanitised regularly to prevent contamination.
  - **Waste Disposal:** Waste food and packaging will be disposed of hygienically in sealed bins to prevent the attraction of pests.
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## **Accident and Incident Reporting Policy**

### **1. Purpose:**

This policy outlines the procedures for reporting accidents, incidents, and near-misses at Little Wonders Nursery to ensure that proper actions are taken and that all incidents are documented and addressed.

### **2. Scope:**

This policy applies to all staff, children, and visitors at Little Wonders Nursery.

### **3. Reporting Procedure:**

- **Immediate Action:** In the event of an accident or incident, staff will provide immediate care and ensure the safety of all involved.
- **Incident Report:** All accidents and incidents, no matter how minor, will be recorded on an incident report form. This will include details of the event, individuals involved, actions taken, and any follow-up required.
- **Parental Notification:** Parents will be informed of any accident or injury involving their child as soon as possible. A copy of the incident report will be shared with the parent for their records.

### **4. Investigation and Follow-Up:**

- **Root Cause Analysis:** Any serious accident or incident will be investigated to determine the cause and prevent recurrence.
- **Action Plan:** An action plan will be developed to address any safety concerns and ensure the appropriate measures are taken to prevent further incidents.

## **Staff Recruitment and Vetting Policy**

### **1. Purpose:**

The purpose of this policy is to ensure that the recruitment and selection of staff at Little Wonders Nursery is carried out fairly, ethically, and in compliance with relevant UK legislation. This policy aims to safeguard the welfare of children by ensuring all staff are suitable, competent, and qualified.

### **2. Scope:**

This policy applies to all individuals applying for positions at Little Wonders Nursery, including permanent, temporary, and agency staff, as well as volunteers and students.

### **3. Recruitment Process:**

- All recruitment advertising, job descriptions, and person specifications will clearly state the necessary qualifications, experience, and qualities required for the position.
- An equal opportunities approach will be adopted in all recruitment activities, ensuring no discrimination on grounds of race, gender, disability, religion, or any other protected characteristic.
- All applicants will be required to complete a full application form and provide two professional references.

### **4. Vetting and Background Checks:**

- All staff, including volunteers, will undergo an enhanced Disclosure and Barring Service (DBS) check as part of the recruitment process. This will be conducted prior to employment commencement.
- The nursery will also carry out a “Children’s Barred List” check for all relevant staff.
- All staff must provide satisfactory references from their previous employers, covering at least two years of employment.
- Right to work in the UK will be verified for all staff members.
- Overseas staff must undergo appropriate checks from their country of origin, including criminal background checks, if applicable.

### **5. Ongoing Monitoring:**

- Staff suitability will be monitored throughout their employment, with regular DBS checks (every 3 years) and re-evaluations of their ongoing qualifications and training.

## **Staff Induction and Training Policy**

### **1. Purpose:**

The purpose of this policy is to ensure that new staff are properly inducted and trained to deliver high-quality care and education for children at Little Wonders Nursery. Ongoing training ensures that staff remain up to date with best practices and regulatory requirements.

### **2. Induction Process:**

- All new employees will receive a comprehensive induction on their first day, which will include:
  - An overview of the nursery's mission, policies, procedures, and ethos.
  - Introduction to safeguarding practices, including the safeguarding and child protection policy.
  - Health and safety training, including emergency procedures and fire evacuation protocols.
  - An overview of the nursery's approach to inclusion, equal opportunities, and diversity.
  - Introduction to the staff, facilities, and children's routines.
- The induction process will last for at least the first three months of employment, during which the new staff member's performance will be closely monitored.

### **3. Ongoing Training and Development:**

- Staff will be encouraged to engage in continuous professional development (CPD) to improve their knowledge, skills, and qualifications.
- Training will be provided in the following areas:
  - Safeguarding and child protection
  - First aid and emergency procedures
  - SEND (Special Educational Needs and Disabilities) and inclusion
  - EYFS (Early Years Foundation Stage) curriculum and teaching methods
  - Health and safety procedures
- All training will be recorded, and staff will be expected to maintain a log of their professional development activities.

### **4. Mandatory Training Requirements:**



- All staff must complete safeguarding training and paediatric first aid training within their first 6 months of employment, and refresher courses will be undertaken every 3 years.
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## **Code of Conduct Policy**

### **1. Purpose:**

The purpose of this policy is to set out the standards of behaviour and conduct expected of all staff members at Little Wonders Nursery, ensuring that all actions taken align with the values of the nursery and support the safety, wellbeing, and education of the children.

### **2. Expectations of Staff:**

- Staff will behave professionally, with courtesy and respect, toward colleagues, parents, and children.
- Staff will act as role models to children, demonstrating appropriate behaviour at all times.
- Staff will maintain confidentiality regarding all aspects of the nursery, children's welfare, and sensitive information.
- Staff must not use inappropriate language or engage in discriminatory, harassing, or bullying behaviour.

### **3. Professional Boundaries:**

- Staff should maintain professional relationships with all children, parents, and colleagues.
- Any physical contact with children should be appropriate and in line with safeguarding practices.
- Personal relationships between staff members and parents, children, or colleagues should remain professional and not interfere with the wellbeing of the children or the work environment.

### **4. Personal Appearance:**

- Staff are expected to dress in a manner that is appropriate for working with young children, ensuring that their attire is practical, hygienic, and respectful.

## **Supervision and Appraisal Policy**

### **1. Purpose:**

This policy aims to ensure that all staff are given the support, guidance, and feedback needed to continuously improve and provide the highest standards of care and education.

### **2. Supervision:**

- All staff will have regular one-to-one supervision meetings with their line manager, at least once every term.
- Supervision meetings will focus on the staff member's professional development, any issues they may be facing, and setting clear goals for improvement.
- The staff member's performance, conduct, and wellbeing will also be reviewed during supervision.

### **3. Appraisal:**

- An annual appraisal will be conducted for all staff, evaluating their performance over the previous year, including:
  - Strengths and areas for improvement
  - Training and development needs
  - Progress against set goals
  - Feedback on their contribution to the nursery
- Clear objectives will be set for the following year to support the staff member's career progression and professional development.

### **4. Support and Development:**

- Staff will be provided with the necessary support to meet any identified training and development needs, which will be integrated into their annual development plan.

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## **Disciplinary and Grievance Policy**

### **1. Purpose:**

The purpose of this policy is to ensure that staff understand the process for addressing disciplinary matters and grievances in a fair and consistent manner, in line with UK employment laws and best practices.

### **2. Disciplinary Procedures:**

- Staff are expected to maintain high standards of conduct. If a staff member's behaviour or performance falls below acceptable standards, the disciplinary process will be initiated.
- The process will generally follow a series of steps:
  - **Informal Discussion:** Initial concerns will be addressed informally with the staff member.
  - **Formal Warning:** If the issue persists, a formal written warning will be issued.
  - **Final Warning:** A final written warning will be given if there is insufficient improvement after the first formal warning.
  - **Dismissal:** If there is still no improvement, dismissal may be considered.
- The staff member will have the right to appeal any disciplinary decision.

### 3. Grievance Procedures:

- If a staff member has a grievance related to their employment, they should raise it informally with their line manager or HR department.
- If the issue cannot be resolved informally, a formal grievance procedure will be followed, including:
  - Submission of a written grievance
  - An investigation into the grievance
  - A formal meeting to discuss the issue
  - A written decision following the meeting
- The staff member has the right to appeal any decision made during the grievance process.

### 4. Confidentiality:

All disciplinary and grievance matters will be dealt with confidentially, ensuring privacy for all parties involved.

## **EYFS Curriculum Policy**

### **3. EYFS Framework Overview:**

The nursery follows the EYFS Framework, which sets the standards for the learning, development, and care of children from birth to age five. The key areas of learning and development within the framework are:

- **Prime Areas:**
  - Personal, Social, and Emotional Development
  - Communication and Language
  - Physical Development
- **Specific Areas:**
  - Literacy
  - Mathematics
  - Understanding the World
  - Expressive Arts and Design

### **4. Curriculum Implementation:**

- The curriculum is planned to meet the individual needs, interests, and abilities of children. It promotes curiosity, creativity, and a love for learning.
- Activities are designed to be hands-on and exploratory, with a strong emphasis on play-based learning.
- Practitioners assess children's progress through observation, using Tapestry to record, track, and assess children's development, ensuring activities are challenging and extend children's learning.

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## **Planning, Observation, and Assessment Policy**

### **3. Observation:**

- Regular observations are carried out by staff to monitor children's progress and to identify next steps in their learning.
- Observations are carried out in a variety of ways, including written records, photographs, and video clips. These are then recorded and tracked through the Tapestry system to ensure a comprehensive picture of each child's development.

- Observations on Tapestry are used to inform future planning and track individual progress over time, allowing for targeted support where necessary.

#### **4. Assessment:**

- Assessment is an ongoing process, and children's progress is tracked against the Development Matters framework within the EYFS, using the Tapestry system.
- Each child's learning and development are assessed regularly through observations recorded on Tapestry.
- A summative assessment is completed at the end of each term to identify areas of strength and areas requiring further support.
- Parents are invited to participate in the assessment process and contribute information about their child's learning and progress via Tapestry, providing a collaborative approach to tracking development.

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## **Special Educational Needs and Disabilities (SEND) Policy**

### **1. Purpose:**

The purpose of this policy is to ensure that children with Special Educational Needs and Disabilities (SEND) are identified, supported, and provided with equal opportunities to develop and learn in a supportive and inclusive environment.

### **2. Scope:**

This policy applies to all children, staff, and parents at Little Wonders Nursery.

### **3. SEND Identification:**

- Children's needs are identified through ongoing observations and assessments. If a concern arises regarding a child's development or learning, additional support will be sought through the SENDCo (Special Educational Needs and Disabilities Coordinator).
- The SENDCo will liaise with parents and other professionals to determine any additional needs.

### **4. Support for Children with SEND:**

- Children with SEND will receive support tailored to their individual needs, including access to specialist services and resources as required.
- An Individual Education Plan (IEP) or a similar support plan will be developed for each child with SEND, setting out specific goals and the strategies to support them.

- Staff will work closely with parents, providing regular updates on their child's progress and seeking feedback.

#### **5. Training and Development:**

- All staff will receive regular training on SEND, including understanding specific conditions and implementing effective strategies to support children with SEND.
  - The SENDCo will ensure that all staff have access to the appropriate resources and support.
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## **Inclusion and Equality Policy**

### **1. Purpose:**

This policy ensures that Little Wonders Nursery provides an inclusive environment that respects and celebrates diversity, where every child and family is valued and treated with fairness, dignity, and respect.

### **2. Scope:**

This policy applies to all children, staff, and parents at Little Wonders Nursery.

### **3. Equality and Diversity:**

- The nursery is committed to ensuring equality of opportunity for all children, regardless of gender, race, disability, religion, culture, or any other characteristic.
- All children will be provided with the same opportunities for learning and development, ensuring that no child is excluded or discriminated against.
- We will celebrate diversity through the curriculum, activities, and resources, ensuring all children learn about and appreciate differences.

### **4. Access to the Curriculum:**

- The nursery will provide a curriculum that is flexible, adaptable, and accessible to all children, including those with SEND.
- Resources and activities will be diverse and reflective of the community we serve.
- We will regularly review our practices to ensure that they are inclusive and meet the needs of all children.

### **5. Partnerships with Parents:**

- We will work closely with parents to ensure that each child's needs are understood and met.

- Parents will be encouraged to participate in their child's learning and development, and their input will be valued.
- 

## **Behaviour Management Policy**

### **1. Purpose:**

This policy ensures that Little Wonders Nursery provides a positive and safe environment where children can develop appropriate behaviour, social skills, and self-regulation. The aim is to foster a culture of respect, understanding, and support, guiding children to understand the consequences of their actions and encouraging positive behaviour.

### **2. Scope:**

This policy applies to all children, staff, and parents at Little Wonders Nursery.

### **3. General Principles:**

- Behaviour management is based on the principles of promoting positive behaviour and preventing disruptive behaviour.
- Children should be treated with respect, dignity, and consistency.
- Behaviour expectations are communicated clearly, and children are given the opportunity to develop their social skills.
- Praise and encouragement are used to reinforce positive behaviours, while inappropriate behaviours are addressed in a calm and consistent manner.

### **4. Expectations of Behaviour:**

- Children are encouraged to demonstrate respect for themselves, others, and the environment.
- Positive behaviours include:
  - Sharing and taking turns
  - Using kind words and actions
  - Listening to staff and peers
  - Following instructions and routines
  - Showing empathy and understanding of others' feelings

### **5. Strategies for Encouraging Positive Behaviour:**

- **Modeling:** Staff will model appropriate behaviour, demonstrating kindness, respect, and patience.

- **Praise and Rewards:** Positive behaviour will be acknowledged using praise, stickers, or other incentives. Staff will also highlight and celebrate the child's efforts and achievements to build self-esteem.
- **Clear and Consistent Expectations:** Staff will provide clear guidelines on what is expected in terms of behaviour and routines, using visual cues and verbal reminders.
- **Role Play and Social Stories:** Staff may use role play or social stories to help children understand appropriate social interactions and acceptable behaviours.
- **Encouragement of Self-regulation:** Staff will support children in expressing their emotions, helping them learn how to self-regulate their feelings and actions.

## 6. Managing Specific Scenarios

- **Disruptive Behaviour (e.g., shouting, refusing to follow instructions):**
  - **Approach:** Speak calmly to the child at their level, acknowledging their feelings. Encourage them to take deep breaths and explain why the behaviour is disruptive.
  - **Example:** If a child is shouting loudly, staff will say, "I can see you are upset, but shouting makes it hard for everyone to hear. Let's use our quiet voices." Afterward, offer praise if the child starts speaking quietly.
  - **Intervention:** If the child continues to disrupt, the staff will provide a choice of two calm activities, such as drawing or sitting on a soft mat. This approach offers the child some control over the situation while still addressing the disruptive behaviour.
- **Tantrums or Emotional Outbursts:**
  - **Approach:** Ensure the child is in a safe space, away from others if necessary, to avoid escalation. Validate the child's emotions and provide comfort. "I can see you're feeling very upset right now, and it's okay to feel sad."
  - **Example:** If a child throws themselves on the floor in a tantrum, staff should not physically intervene unless safety is at risk. Staff can calmly say, "Let me know when you feel ready to talk." Once the child has calmed down, staff should offer reassurance and discuss what happened.
  - **Intervention:** Use distraction or redirection if the child is unable to calm themselves. Provide comfort and understanding, encouraging the child to express their feelings using words.



- **Disrupting Other Children (e.g., grabbing toys, pushing, or hitting):**

- **Approach:** Step in immediately to protect the children involved, separating them safely. Address the child who has caused the disruption by calmly explaining that the behaviour is not acceptable.
- **Example:** "Hitting is not kind. We use our words to tell others if we want something." Encourage the child to apologise and explain the importance of respecting others' personal space.
- **Intervention:** If the child continues to engage in disruptive behaviour, the child may be given a brief timeout (no longer than a few minutes) in a quiet area to reflect. Staff should ensure that this is not seen as a punishment, but as an opportunity to calm down and understand the impact of their behaviour.

## **7. Managing Violent Behaviour (e.g., hitting, biting, kicking):**

- **Approach:** If a child exhibits violent behaviour, the staff must act immediately to protect all children involved. The child's safety is the first priority.
  - **Example:** If a child hits another, staff should immediately intervene, separating the children calmly and ensuring everyone is safe. The child who exhibited violent behaviour will be spoken to at their level, explaining that hitting is not acceptable.
  - **Response:** "We use our hands for gentle touches. Hitting hurts our friends, and we don't want to hurt others." Staff should maintain a calm and neutral tone.
  - **Intervention:** After the incident, the child will be given space to calm down. The situation will be discussed, and if appropriate, a restorative conversation will occur, where the child is encouraged to apologise and explain their feelings. If the behaviour continues, a meeting with parents will be arranged to discuss further strategies for managing the behaviour.

## **8. Dealing with Violent or Aggressive Behaviour:**

- If the behaviour escalates to the point where it poses a danger to the child or others, staff must follow the nursery's safeguarding protocol. In such cases, the following steps will be taken:
  1. **Immediate Intervention:** The staff member will remove the child from the situation, ensuring the safety of the child and others.

2. **Calming Strategies:** Use calming strategies, such as deep breathing exercises or providing a quiet space where the child can regain control.
3. **Parental Involvement:** If violent or aggressive behaviour becomes a pattern, a meeting with the parents or guardians will be scheduled. This may involve seeking external support, such as a child psychologist or behavioural specialist, to assess the situation.

#### **9. Serious or Persistent Behavioural Issues:**

- If challenging behaviour continues despite the above strategies, a behaviour management plan will be developed in collaboration with parents. This plan will outline specific strategies and support tailored to the child's needs, including goals for behaviour improvement, resources required, and any external professionals involved.

#### **10. Restorative Practices:**

- After an incident, children will be encouraged to engage in restorative practices, where appropriate. This may include apologising, drawing a picture of what happened, or discussing ways to prevent similar behaviour in the future.
- Restorative practices allow children to understand the consequences of their actions and the importance of making amends.

#### **11. Staff Responsibilities:**

- Staff will be trained in behaviour management techniques and will receive regular training updates to ensure they are confident in managing challenging behaviours.
- Staff will remain calm, consistent, and fair in all situations. They will work in partnership with parents and external professionals to address complex behavioural issues.

#### **12. Parental Involvement:**

- Parents will be informed promptly if their child has engaged in disruptive or violent behaviour. Regular communication will ensure consistency between home and nursery in managing behaviour.
- Parents will be involved in creating behaviour management plans if needed and will be given strategies and support to implement at home.

#### **13. Review and Monitoring:**

- The behaviour management policy will be reviewed annually to ensure its effectiveness. Staff feedback, parental input, and children's progress will inform any necessary adjustments to the policy or practices.

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## **Transition Policy (for Moving Between Age Groups or to Primary School)**

### **1. Purpose:**

This policy outlines how Little Wonders Nursery supports children's transition, whether it is moving between age groups within the nursery or preparing for the transition to primary school.

### **2. Scope:**

This policy applies to all children, staff, and parents at Little Wonders Nursery.

### **3. Transition Within the Nursery:**

- Children will be gradually introduced to the new age group, ensuring they feel secure and confident.
- Staff will work with parents to ensure a smooth transition, sharing information about the child's development and individual needs.
- The child's learning and development records will be transferred to the new key worker, and discussions will be held to plan for continued progress.

### **4. Transition to Primary School:**

- Staff will work closely with local primary schools to ensure a smooth transition for children moving on to primary education.
- A transition plan will be created, which may include school visits, meetings with the primary school staff, and preparing children emotionally for the change.
- Parents will be involved in the transition process and provided with information and support to prepare their child for school.

### **5. Emotional and Social Support:**

- Emotional support will be offered to all children, with staff providing reassurance and guidance as needed during transitions.
- Activities and discussions will be used to help children understand the changes they will experience and to build their confidence.

## **Parental Involvement and Partnership Policy**

### **1. Purpose:**

At Little Wonders Nursery, we value the importance of a strong partnership between parents and the nursery to support the development and learning of each child. This policy outlines how we encourage parental involvement and collaboration to ensure a supportive and inclusive environment for children.

### **2. Objectives:**

- To encourage regular communication between parents and staff to support the child's progress.
- To ensure parents feel welcomed, valued, and included in their child's learning journey.
- To provide opportunities for parents to contribute to the nursery community.

### **3. Parental Communication:**

- Parents are encouraged to maintain regular contact with staff to discuss their child's progress and any concerns.
- Parents will receive regular updates on their child's progress through daily communications, Tapestry, and termly parent-teacher meetings.
- Parents are encouraged to use Tapestry to view observations, assessments, and development milestones of their child, as well as contribute their own insights and observations.
- Parents will be provided with newsletters, emails, and social media updates to keep them informed of nursery events, activities, and key dates.

### **4. Parent Involvement Opportunities:**

- **Meetings and Workshops:** Regular workshops and information sessions are held to provide guidance on aspects of early years education, child development, and other relevant topics.
- **Volunteering:** Parents may be invited to volunteer in the nursery, assisting with activities, events, or outings.
- **Feedback and Input:** Parents will be encouraged to provide feedback on the nursery's practices, environment, and curriculum through surveys, questionnaires, or informal discussions.

- **Parent Committee:** We aim to establish a Parent Committee to collaborate on various initiatives and help in decision-making processes regarding the nursery's development.

#### **5. Supporting Parents:**

- The nursery will provide a supportive environment for parents, offering advice or referrals to external agencies if necessary, to help address any concerns related to their child's development, behaviour, or wellbeing.
- Parents will be informed of any changes in their child's routine, health, or any other significant issues affecting their care and education.

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## **Complaints and Concerns Policy**

### **1. Purpose:**

This policy outlines the procedures for parents and others to express concerns or complaints about the nursery's service. It ensures that complaints are dealt with fairly, promptly, and professionally.

### **2. Scope:**

This policy applies to all parents, guardians, and individuals involved with Little Wonders Nursery.

### **3. Informal Resolution:**

- In the first instance, parents should raise their concerns directly with the staff member involved. This may be done through informal communication such as a quick chat at drop-off or pick-up time.
- Staff are expected to listen attentively, acknowledge the concern, and seek to resolve it amicably and promptly.

### **4. Formal Complaint Process:**

- If the issue is not resolved informally, parents should submit a written complaint to the nursery manager or designated complaints officer. The complaint should outline the concern in detail.
- The manager will acknowledge the complaint within two working days and investigate the matter thoroughly.
- The nursery will provide a response to the complainant, outlining the actions taken and any resolutions or steps for improvement, within 10 working days.

- If the parent is not satisfied with the response, they may escalate the issue to the nursery's governing body or external bodies such as Ofsted or the Local Authority.

#### **5. Confidentiality:**

- All complaints will be handled confidentially and will only be shared with relevant parties involved in the resolution process.
- Records of complaints will be kept in a secure place and used for monitoring and improving the nursery's practices.

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## **Confidentiality and Data Protection (GDPR) Policy**

### **1. Purpose:**

This policy outlines how Little Wonders Nursery ensures the confidentiality and protection of personal data in accordance with GDPR (General Data Protection Regulation).

### **2. Scope:**

This policy applies to all staff, parents, and anyone involved with the nursery who may be required to handle personal or sensitive data.

### **3. Data Collection and Use:**

- We collect personal data (e.g., contact details, medical information, and emergency contacts) for the purpose of providing high-quality care and education.
- Data is used for operational purposes, including communication, health and safety, monitoring progress, and compliance with legal requirements.
- Data will be processed lawfully, transparently, and in a way that ensures privacy.

### **4. Consent and Access:**

- Parents must provide written consent for the collection and sharing of their child's personal data. Consent forms will be provided at the time of registration.
- Parents have the right to access the personal data we hold about their child, request corrections, or request data to be erased under certain circumstances.

### **5. Data Security:**

- Personal data will be securely stored in both digital and physical formats. Digital records are encrypted, and access is restricted to authorised personnel only.
- Paper records are stored in a locked and secure environment.

- We will ensure that staff are trained in data protection and that data access is restricted to those who need it to perform their roles.

#### **6. Data Retention:**

- Personal data will be kept for no longer than necessary for the purpose for which it was collected. Data that is no longer required will be securely deleted or destroyed.

#### **7. Breach Notification:**

- In the event of a data breach, we will follow our breach notification procedures, ensuring that any affected parties are informed promptly, and corrective actions are taken.

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## **Admissions Policy**

### **1. Purpose:**

This policy outlines the process for admitting children to Little Wonders Nursery, ensuring fairness and transparency in all admissions.

### **2. Scope:**

This policy applies to all children seeking admission to the nursery.

### **3. Admission Criteria:**

- Little Wonders Nursery welcomes children aged 0-5 years.
- Priority is given to children who are siblings of existing children at the nursery, followed by children from the local community.
- All children are considered for admission based on availability and suitability to meet the child's needs.
- The nursery aims to provide equal opportunities to children from all backgrounds, regardless of race, religion, or ability.

### **4. Application Process:**

- Parents can apply for a place at the nursery by completing an application form and providing relevant documents, including proof of age, health records, and emergency contact details.
- Upon receiving an application, the nursery will confirm the availability of a place and send an offer letter outlining the start date and any other relevant information.

**5. Fees and Funding:**

- Parents will be provided with a clear breakdown of the fees, payment schedule, and any funding options (e.g., government funding for free nursery places).
- Parents are encouraged to discuss any concerns regarding fees and payment plans with the nursery management.

**6. Waiting List:**

- If the nursery is full, a waiting list will be created. Parents will be notified if a place becomes available.

**7. Transition and Settling In:**

- Once a child is admitted to the nursery, the settling-in process will be discussed with the parents. This may involve gradual attendance, with opportunities for parents to stay with their child during the initial visits to help ease the transition.



## **Sleep and Rest Policy**

### **1. Purpose:**

The purpose of this policy is to ensure that children attending Little Wonders Nursery are provided with a safe, comfortable, and restful environment to support their overall health and development. Adequate rest and sleep are essential for young children's growth and wellbeing.

### **2. Scope:**

This policy applies to all children attending Little Wonders Nursery who require sleep or rest during the nursery day.

### **3. Sleep and Rest Needs:**

- Children aged under three years are encouraged to have regular naps or rest periods as part of their daily routine.
- Children aged three and older may rest if needed, with access to quiet areas or activities to help them relax.
- Staff will observe the individual sleep patterns and needs of each child and create a supportive routine.

### **4. Sleep Environment:**

- **Cots/Prams/Rest Areas:** For babies and toddlers, a safe cot or pram will be provided for each child during nap times. These will be regularly checked for safety and cleanliness.
- **Safe Sleep Practices:** All sleep arrangements adhere to the safest sleep practices as outlined by the Lullaby Trust. Children will be placed on their back to sleep, with no pillows, stuffed toys, or bedding that could pose a suffocation risk.
- **Temperature and Comfort:** The sleep area will be kept at a comfortable temperature, ensuring adequate ventilation and no risk of overheating. Children will be appropriately dressed and blankets will be used safely.

### **5. Supervision During Sleep:**

- Children who are sleeping or resting will be checked regularly, at least every 10-15 minutes, to ensure their safety and comfort.
- Staff will remain alert to any signs of distress or discomfort while the child is resting or sleeping.

### **6. Transition to Rest:**

- Children who are not accustomed to napping may need additional support to settle into a rest period. Staff will create a calming environment using soft lighting, quiet music, or books to help the child wind down.
- Parents are encouraged to inform staff about their child's specific sleep needs or routines to ensure consistency between home and nursery.

#### **7. Wake-Up and Post-Rest Routine:**

- Upon waking, children will be gently roused and encouraged to take part in quiet activities until they are fully awake.
- Children who have had a nap will be offered a light snack or drink and may participate in calming activities to ease their transition back to more active play.

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## **Nappy Changing and Toileting Policy**

### **1. Purpose:**

This policy ensures that nappy changing and toileting procedures are carried out with respect, hygiene, and consistency, providing a positive experience for children while maintaining a safe and clean environment.

### **2. Scope:**

This policy applies to all children at Little Wonders Nursery who require nappy changing or assistance with toileting.

### **3. Nappy Changing Procedure:**

- **Hygiene and Safety:** All staff will wear disposable gloves when changing nappies, and surfaces will be cleaned and disinfected after each change.
- **Changing Areas:** Nappy changing stations are clean, hygienic, and appropriately equipped. There will be access to disposable wipes, clean nappies, nappy bags, and changing mats.
- **Procedure:**
  1. Place the child on the changing mat and ensure their safety at all times.
  2. Remove the dirty nappy and wipe the child clean with gentle wipes.
  3. Dispose of the nappy and wipes in a sealed nappy bag.
  4. Dress the child in a fresh nappy and ensure they are comfortable.
  5. Wash the child's hands with warm water and soap, then dry them thoroughly.

6. Clean and sanitise the changing area after each use.

- **Privacy:** Children will be changed in a private, quiet space, ensuring they are respected and feel comfortable.

#### 4. Toileting Procedure:

- **Encouragement and Support:** Staff will encourage children to use the toilet as they become ready, and support them with toileting as needed.
- **Safety and Hygiene:** Staff will assist children with toileting while ensuring privacy and dignity. Hands will be washed thoroughly with soap and water after toileting, and staff will model correct hygiene practices.
- **Toilet Training:** Toilet training is supported through encouragement and positive reinforcement. Parents will be consulted to ensure consistency in toileting practices between home and nursery.
- **Communication:** Parents will be informed of any changes in their child's toileting patterns or concerns.

#### 5. Nappy Changing and Toileting Records:

- For children requiring nappies, a daily record of nappy changes will be kept for parents to monitor. This includes the time, type of nappy, and any observations regarding skin conditions or discomfort.
- For children using the toilet, staff will note any progress or challenges in their toileting journey, with a focus on supporting independence.

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## Sun Safety Policy

### 1. Purpose:

The purpose of this policy is to protect children and staff from the harmful effects of the sun while ensuring they can still enjoy outdoor activities safely.

### 2. Scope:

This policy applies to all children and staff at Little Wonders Nursery during outdoor activities, particularly in warm weather.

### 3. Sun Safety Measures:

- **Sun Protection:** Children will be provided with sun cream before outdoor play. Parents must provide a suitable, named sun cream for their child, which will be applied by staff every 2 hours or as needed.

- **Hats and Clothing:** Children will be encouraged to wear wide-brimmed hats to protect their faces, necks, and ears from the sun. Staff will also ensure children wear light, long-sleeved clothing and long pants to reduce sun exposure.
- **Shade:** The nursery will ensure that children have access to shaded areas during outdoor play to avoid prolonged exposure to direct sunlight.
- **Water:** Fresh drinking water will always be available for children to stay hydrated during warm weather.

#### 4. Outdoor Play Guidelines:

- **Timing:** Outdoor play will be limited to early morning or late afternoon hours when the sun is less intense (usually before 11 a.m. or after 3 p.m.) during the hotter months.
- **Observation:** Staff will regularly check the children for signs of overheating or dehydration and move children to cooler areas when necessary.

#### 5. Education and Awareness:

- Children will be taught about the importance of sun safety through fun activities and stories, promoting awareness from an early age.
- Parents will be reminded to apply sun cream in the morning before bringing their child to the nursery and are encouraged to provide additional protection as needed.

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## **Mental Health and Wellbeing Policy (for Children and Staff)**

### **1. Purpose:**

This policy is designed to promote mental health and emotional wellbeing for both children and staff at Little Wonders Nursery. We aim to create a nurturing, supportive environment that prioritises mental and emotional health.

### **2. For Children:**

#### **3. Promoting Emotional Wellbeing:**

- **Supportive Environment:** We aim to create a calm, welcoming, and supportive environment where children feel safe, respected, and valued.
- **Recognising Emotions:** Children are encouraged to recognize and express their emotions, with staff providing guidance on how to manage feelings in a positive way.

- **Activities for Wellbeing:** We provide mindfulness and relaxation activities, such as breathing exercises, quiet time, and sensory activities, to support emotional regulation and wellbeing.

#### 4. Mental Health Awareness and Support:

- **Training for Staff:** Staff will receive training in mental health awareness, including how to recognise early signs of emotional distress or developmental concerns in children.
  - **Communication with Parents:** If there are concerns regarding a child's mental health or emotional wellbeing, staff will communicate with parents and work together to provide the best support.
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#### 3. For Staff:

##### 4. Promoting Mental Health and Wellbeing:

- **Supportive Environment:** The nursery creates a supportive and positive working environment that values the mental health and wellbeing of all staff members.
- **Regular Check-ins:** Staff will have access to regular one-on-one check-ins with their manager to discuss their workload, challenges, and overall wellbeing.
- **Mental Health Resources:** Staff will be provided with resources to support mental health, including access to counseling services or employee assistance programs.

##### 5. Stress Management and Self-Care:

- **Workload Balance:** The nursery will ensure that staff have manageable workloads and will actively promote work-life balance.
- **Self-Care Encouragement:** Staff will be encouraged to practice self-care and take regular breaks. Wellbeing workshops and activities may be provided to encourage relaxation and stress management.

##### 6. Training and Support:

- **Mental Health First Aid Training:** Key staff members will be trained in mental health first aid to provide immediate support to colleagues and children.
- **Access to External Support:** Staff will have access to external support, such as mental health professionals or counseling services, if needed.

## **Fees and Payment Policy**

### **1. Purpose:**

The purpose of this policy is to provide clarity and transparency regarding the payment of fees for childcare at Little Wonders Nursery. It ensures that parents and guardians are fully informed about the costs, payment methods, and the procedures for managing fees.

### **2. Scope:**

This policy applies to all parents/guardians with children enrolled at Little Wonders Nursery.

### **3. Fee Structure:**

- **Standard Fees:** Fees are charged according to the hours and days that the child is enrolled to attend the nursery. A full breakdown of fees is provided to parents upon registration and annually thereafter.
- **Additional Charges:** Additional charges may apply for extracurricular activities, special events, or additional services not included in the standard fee (e.g., trips, meals, etc.).
- **Discounts:** Where applicable, siblings or long-term attendance may be eligible for discounts, which will be communicated to parents at the time of registration.

### **4. Payment Terms:**

- **Payment Schedule:** Fees are due on a monthly/termly basis (as agreed upon at the time of registration). Parents will be provided with a clear payment schedule outlining due dates.
- **Payment Methods:** Payments can be made via bank transfer, direct debit, cheque, or other payment methods as agreed with the nursery management. Payments must reference the child's name and ID for identification.
- **Late Payment:** Late payments may incur an additional fee. Parents will be notified in writing if payment has not been received by the due date. If payment is not made within seven days of the due date, the nursery reserves the right to suspend or terminate the child's place until the outstanding fees are settled.

### **5. Refunds and Adjustments:**

- **Refunds:** In the event of overpayment, parents will be offered a refund or credit toward future fees.
- **Absences:** No refunds will be issued for missed days, including absences due to illness or holidays, unless otherwise specified in the contract.

### **6. Non-payment and Debt Collection:**

- **Outstanding Fees:** If fees remain unpaid for an extended period, parents will be contacted by the nursery to discuss payment arrangements. If necessary, legal action may be pursued to recover debts.
- **Termination of Services:** Continued non-payment may result in the suspension or termination of the child's place at the nursery.

#### 7. Communication with Parents:

- Parents will be informed in writing of any fee increases at least one month prior to implementation.
- Any changes to the payment methods or policy will be communicated to parents in advance.

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### **Nursery Closure Policy (e.g., due to Extreme Weather or Emergencies)**

#### **1. Purpose:**

This policy outlines the circumstances and procedures for the closure of Little Wonders Nursery due to extreme weather, emergencies, or unforeseen events. The safety of children and staff is our top priority, and this policy ensures that closures are handled with transparency and clear communication.

#### **2. Scope:**

This policy applies to all children, parents, and staff at Little Wonders Nursery.

#### **3. Reasons for Nursery Closure:**

The nursery may close due to the following circumstances:

- **Extreme Weather:** Snow, flooding, ice, or other weather conditions that make travel unsafe for children, parents, and staff.
- **Public Health Emergency:** A significant outbreak of illness (e.g., flu, pandemic) that impacts the nursery's ability to operate safely.
- **Emergency Situations:** Such as power failures, damage to the building, gas leaks, or any incident that may affect the health and safety of the children and staff.
- **Staffing Issues:** If a significant number of staff are unable to attend due to illness, emergencies, or other unforeseen circumstances, and adequate care cannot be provided.

#### 4. Communication of Closure:

- **Early Notification:** If the nursery needs to close, parents will be notified as soon as possible via text message, email, or phone call.
- **Closure During Operational Hours:** In the event of an emergency that necessitates closing during the day, parents will be contacted immediately to arrange for early collection.
- **Social Media and Website:** In cases of extreme weather or emergencies, updates regarding closures will be posted on the nursery's social media accounts and website.

#### 5. Impact on Fees:

- **Full Day Closures:** If the nursery closes due to unforeseen events, parents will be notified in advance. If the closure affects a significant portion of the term, the nursery will consider making adjustments to the fees, such as offering credits or refunds.
- **Partial Closure (e.g., Shortened Day):** If the nursery is forced to close early or operate reduced hours, no refunds will be issued unless specified under exceptional circumstances.

#### 6. Reopening:

- **Reopening Information:** The nursery will notify parents when it is safe to reopen, ensuring that the necessary conditions for health and safety are met.
- **Contingency Plans:** The nursery will work to develop contingency plans for essential services to minimise disruption, such as remote learning or emergency care if required.

#### 7. Parental Responsibility:

Parents are responsible for ensuring their child is collected promptly during emergency closures or if notified of any changes to normal operating hours.

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## Use of Premises and Visitors Policy

#### 1. Purpose:

This policy governs the use of Little Wonders Nursery's premises and outlines guidelines for the safety and security of all children and staff in relation to visitors and external use of the facilities.

#### 2. Scope:

This policy applies to all staff, visitors, and external parties using the nursery premises.



### 3. General Use of Premises:

- **Nursery Activities:** The nursery premises are primarily used for early years education and childcare. The use of the premises for any other purposes, including external events or community activities, requires prior approval from the nursery management.
- **Health and Safety:** All users of the premises must adhere to health and safety regulations at all times. This includes ensuring safe entry and exit points, clear walkways, and fire exits. No hazards should be left on the premises that could pose a risk to children.
- **Security:** The nursery premises must be kept secure. All external doors will be locked during operational hours, with access granted only through the main entrance. Visitors must sign in and out on the visitor log and wear a visitor badge.

### 4. Visitors Policy:

- **Procedure for Visitors:**
  - Visitors must make an appointment prior to arriving at the nursery and provide their name and reason for visit.
  - All visitors must present identification and complete the visitor register upon arrival.
  - Visitors will be escorted at all times while on the premises by a member of staff.
- **Types of Visitors:**
  - **Parents and Guardians:** Parents and guardians are always welcome to visit the nursery. However, they must sign in and follow the visitor procedures.
  - **Professionals (e.g., inspectors, external agencies):** Professional visitors, such as Ofsted inspectors or therapists, must follow the visitor protocol and will be escorted during their visit.
  - **Contractors:** Contractors will only be allowed on the premises for specific work. They must provide identification and follow the safety protocols outlined by the nursery.

### 5. External Use of Premises:

- **Third-Party Events:** External groups wishing to rent or use the nursery facilities for events (e.g., community groups, educational workshops) must submit a written request to the nursery management. The nursery management will assess the

request based on availability, suitability, and alignment with the nursery's mission and policies.

- **Liability and Insurance:** External parties wishing to use the premises for events must provide proof of appropriate liability insurance.
- **Conditions of Use:** External parties must ensure that any event or activity conducted on the nursery premises is safe, appropriate for children, and aligns with the nursery's values.

#### 6. Staff and Visitor Interaction:

- **Supervision of Visitors:** All visitors to the nursery will be supervised by staff at all times to ensure the safety and wellbeing of children.
- **Child Protection:** Any concerns regarding visitors will be immediately raised with the nursery management, and appropriate action will be taken to ensure that the welfare of the children is not compromised.

#### 7. Photography and Filming:

- **Permission:** Visitors are not permitted to take photographs or record videos of children without prior written consent from the child's parents/guardians.
- **Nursery Events:** In cases where the nursery organises an event involving photography or filming, written consent will be obtained from parents prior to the event.

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Reviewed by: Little Wonders Managers and Executive Lead

Review date: January 2025

All policies will be reviewed on a yearly basis.