



## **The Little Red Hen Nursery School**

### **Nursery School Information on Policies and Procedures**

This document is a condensed version of our Policies and Procedures available to Parents/Carers. Should you require a copy please speak to Zara Stocker. The information contained aims to inform you of our policies and procedures on the following:-

**Settling in policy**

**Our code of conduct**

**Staff Supervision in early years and childcare**

**Admissions Policy**

**The Role of the Key Person**

**Parental Involvement Policy**

**Equal Opportunities Policy**

**Behaviour Management Policy**

**Learning Enrichment/SEN/EAL Policy**

**Safeguarding Policy**

**Anti Bullying Policy**

**Health and Safety Policy**

**Health and Safety off Site Policy**

**First Aid and Medicine Policy**

**Staff Medication and Other Substance Policy**

**Safety on School Outings Policy**

**Safety in the Supervision of Pupils Policy**

**Mobile Phone and Digital Media Policy**

**Child Collection and Missing Child Policy**

**Confidentiality Policy**

**Loo Policy**

**Fire Drill Procedure Policy**

**Evacuation policy**

**Social Networking Policy**

**Out of Hours Babysitting Policy**

**Complaint Procedure**

**Grievance Procedure**

**Whistleblowing**

**Acceptable Use Policy**

**Food Safety and Hygiene Policy (including Food Handling, Cleaning of Food preparation Areas, Cross contamination policy)**

**Data Protection Policy**

Once you have read this information, should you have any further questions or queries regarding these subjects or any other areas which have not been covered, please feel free to contact Zara Stocker, Head teacher of The Little Red Hen Nursery School 0208 7738 0321, 11a Tremaine Road, London, SE 20 7UA

## The Little Red Hen Nursery School Settling-In Policy

### Statement of intent

We want children to feel safe, stimulated and happy at The Little Red hen and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the Nursery School.

### Aim

We aim to make the Little Red Hen Nursery School a welcoming place where children settle in quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Methods

Before a child starts to attend The Little Red Hen Nursery School, we use a variety of ways to provide his or her family with information. Written information, including a prospectus and tour of the nursery to meet and talk to the teachers.

- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need time to settle in a new environment.
- We judge a child to be settled when they have formed a relationship with their teachers and are familiar with where things are and are pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We adopt an open door policy in our Nursery School and invite parents/carers to communicate openly with us about their child.

## Little Red Hen Code of Conduct

- We will always try hard and remember that to get the most out of school; we have to put a lot of effort into our work.
- We will treat one another with courtesy and politeness and display good manners.
- We will always greet teachers, visitors and each other politely.
- We will conduct ourselves sensibly in the classroom, respecting other's desire to learn and settling quickly to the task at hand.
- We will behave sensibly with consideration for others.
- We will listen to and accept that people may have opinions that differ from our own.
- We will not interfere with each other's property and we will respect school property returning it to its rightful place.
- We will not tolerate bullying or harassment of any kind.
- We will be kind to others and we will make all children feel welcome.
- We will be honest about everything that we have done or are supposed to have done and we will give each other a fair hearing.
- We will walk quietly and sensibly around the School at all times.

## Staff supervision in early years and childcare policy

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues - particularly concerning children's development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

At The Little Red Hen Nursery all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision meetings are held every 6 weeks for each staff member.

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

A copy of the supervision record form is retained by the supervisor and a copy is always available and provided on request by the supervisee.

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken - these are recorded on the child's file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

## The Little Red Hen Admissions Policy

Our aim is to admit a balance of children, regardless of race, religious views or physical ability.

### **For Entry into The Little Red Hen Nursery School**

Once registered, children who are age eligible may be offered places as they arise. Registrations for the Nursery School are done on a first come, first served basis. There is no assessment or interview.

### **Registration**

The fee to register your child at the school is £50 and a cheque for this amount payable to The Little Red Hen Nursery School should accompany the return of the enclosed Registration Form. Entry into the School is normally at the start of any term although children may be accepted during a term. If the proposed entry term for your child into the school is full you will be put on a waiting list. Once your child is registered or placed on a waiting list, the registration fee is not refundable. Once a place has been offered to your child and accepted, an acceptance deposit of £700 is payable which will be taken off the final term's fees.

Where a child is registered to attend less than 5 sessions per week for the first term, the child will move to 5 sessions per week for the second term and thereafter.

## The Role of the Key Person

At The Little Red Hen Nursery School we believe that children settle best when they have a key person/class teacher to relate to, who knows them and their family well, and who can meet their individual needs.

We want the children in our care to feel safe, stimulated and happy in the setting and to feel secure and comfortable with the staff. We also want parents to have confidence in both their children's well-being and their role as active partners within the nursery school.

We aim to make the setting a welcoming place where the children settle quickly and easily because consideration has been given to their individual needs and the circumstances of the children and their families.

The key person/class teacher role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each setting must offer a key person for each child.

The procedures set out a model for developing a key person/class teacher who promotes effective and positive relationships for the children in their care.

### Procedures

- Each child is allocated a key person/class teacher before they start school.
- The key person/teacher is responsible for welcoming and settling the child and their family.
- The key person/teacher offers unconditional regard for the child and is non-judgmental.
- The key person/teacher works with the family and encourages them to participate in their child's learning.
- The key person/teacher acts as a contact for the family and is responsible for developmental records and for sharing information on a regular basis to keep records up to date. Meetings are held to allow the parents to gain a full picture of how their child is developing during their time at school.
- The key person/teacher encourages positive relationships with the children in their care.
- The key person encourages the children in their care to establish relationships with other staff and children.

## The Little Red Hen Nursery School Parent Involvement Policy

### Statement of Intent

We believe that children benefit from early years of education and care when parents and setting work together in partnership.

### Aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting.

### In order to fulfil these aims we:

- Are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- Inform all parents about how the Nursery School is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.
- Encourage and support parents to play and active part in their child's nursery education.
- Inform all parents at a regular basis about their children's progress.
- Provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.

- Inform parents about the times of meetings to avoid excluding anyone.
- Welcome the contributions of the parents, in whatever form these may take.
- Inform all parents of the systems for registration queries, complaints or suggestions. All parents have access to our written complaints procedure; and
- Provide opportunities for parents to learn about the curriculum offered in the setting.

## The Little Red Hen Nursery School Equal Opportunities Policy

At The Little Red Hen Nursery School we believe that equal opportunities for all are an integral part of education. We aim to build on the skills and experiences of each member of our school community, irrespective of their race, gender, home background, disability or special educational need.

Principles supporting this policy

- Equal opportunity is about celebrating differences, it is not about making all people the same.
- It is important to value everyone and to foster self-esteem and respect for others in order to have a happy and caring environment in school.
- Pupils and staff must have respect for other cultures, faiths and individuals.
- Discrimination and prejudice of any type are unacceptable and such attitudes should be challenged.

Planning for Equal Opportunities

### 1. Staff Recruitment, Training and Promotion Opportunities

The Little Red Hen Nursery School recruits staff on the basis of merit and ability alone and aims to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.

All staff will be given access to training, promotion and progression on an equal basis. The Little Red Hen Nursery School has its own pay scale, which is related to the experience of a member of staff and is not affected by the race or sex of an individual. All staff are consulted on the implementation of new policies.

### 2. The Curriculum

All pupils learn in different ways, so planning should incorporate a variety of teaching styles and techniques and should include open ended activities, which encourage all children to start from their own level and to achieve their full potential. The pupils are all starting from different points, having had different experiences, so we endeavour to take account of individual needs and build on pupils' own skills and experiences in order for them to achieve their full potential. For example, we plan ways to develop the language skills of early stage learners of English.

## The Little Red Hen Nursery School Equal Opportunities Policy

The 'teaching' of equal opportunities issues such as sexism and racism is planned for and considered in our teaching whilst still allowing teachers to tackle such issues as they occur with individuals, groups or whole classes as appropriate. These issues will infiltrate throughout the curriculum but in particular will be looked at in more detail in the Personal, Social and Health Education Curriculum.

When purchasing resources, consideration is given to the suitability of the items from an equal opportunities point of view and in terms of ensuring that they are reflective of the ethnic and cultural diversity of the school. Good resources, from an equal opportunities point of view, are those that promote equality. For instance, texts which have male and female nurses and scientists or show able and disabled people in a positive light. Also text containing teachers and doctors from around the world giving a positive image of different cultures and faiths.

Displays throughout the school should promote equal opportunities. For example, we at The Little Red Hen Nursery School recognise and celebrate different faiths, festivals and cultures.

It is important that equal opportunity is positively promoted by all at The Little Red Hen Nursery School.

### **Issues to be addressed**

#### **Stereotyping**

Sexual stereotyping is a fixed and over simplified idea of the usual behaviour, abilities or aspirations of persons of one sex. Positive images in sex, race, religion and profession must be promoted amongst staff and pupils.

The staff and pupils should be encouraged to share in all activities, regardless of their sex. Adults should try to promote positive images and not fall prey to activities, which emphasise gender differences and stereotypical images such as single sex lines, allowing only girls to wipe down tabletops or boys to lift chairs.

#### **Sexism**

Sexism is prejudicial discrimination based on gender. It is unacceptable and must be tackled as it removes equal rights. Challenging sexual stereotypes through discussion role-play and use of resources should help to alleviate sexism. We aim to promote a non-sexist atmosphere. Ensuring we treat men and women, girls and boys equally is vital to this.

#### **Multiethnic Education**

The pupils, parents and staff at The Little Red Hen come from diverse backgrounds. It is important that we respect their cultures, languages and faiths and promote respect from others. Our planning must reflect the richness of the society in which we live and should include the study of different faiths and cultures in such a way as to portray them as equal and different.

People are our best resource since they have the experiences to share with each other, thus making the cultures, religions and festivals come to life. It is important to remember that some cultural and religious festivals will affect pupil's and staff's ability in school, such as Ramadan where individuals may be fasting during the daylight hours.

It is also important to remember that some of the pupils and staff speak other languages and that many of these individuals will not speak English at home. We aim to positively promote different languages, accents and dialects.

#### **Racial Stereotyping**

Racial stereotyping is a fixed and over-simplified idea of the usual behaviour, abilities or aspirations of persons of one race. Positive images including posters portraying festivals and pictures of other countries showing both similarities and differences with England should be used to challenge stereotypes and promote respect for other countries, cultures and faiths.

## **The Little Red Hen School Behaviour Management Policy**

A successful Behaviour Management Policy depends on good communication and positive relationships between children, staff and parents. It provides security for children and increases their opportunities for development and learning. The Little Red Hen Nursery School has a clear Behaviour Management Policy whereby staff, students and parents are aware of acceptable and unacceptable behaviour and the system of rewards and sanctions that apply.

**At The Little Red Hen Nursery School our desire is to foster a caring environment for each child that embodies the following principles:**

- Giving and receiving respect.
- Encouraging and praising children rather than reprimanding.
- Praise should be genuine and criticism constructive.

- Sensitivity to the individual needs of each child. Children should accept adult authority, but the development of individuality should always be encouraged.
- Consistency and clarity in our response to behaviour. It is important to administer sanctions fairly and to ensure that particular groups of children are not inadvertently discriminated against.

Problems are normal where children are learning and testing the boundaries of acceptable behaviour. Most problems are resolved by quiet discussion. Try to avoid confrontation, listen, establish the facts, judge only when certain; and use sanctions sparingly.

#### **Behaviour Management: Positive Behaviour Rewards**

Positive reinforcement is used as much as possible in a variety of ways:

- Positive gestures and acknowledgement of good behaviour and achievement.
- Stickers from teachers and lots of praise.

#### **Sanctions**

As a staff we have a set procedure for dealing with misbehaviour. Staff would give:

- Appropriate ignoring
- Verbal warnings and stating consequences
- Reasoning
- Restricting free choice activities
- Apology if necessary

#### **Disability, Access and Special Educational Needs**

The Little Red Hen Nursery School aims to provide equal opportunities to all of its community, including those with disabilities and those with Special Educational needs.

- Equal opportunity is about celebrating differences, it is not about making all people the same.
- It is important to value everyone and to foster self-esteem and respect for others in order to have a happy and caring environment in school.
- Pupils and staff must have respect for other cultures, faiths and individuals.
- Discrimination and prejudice of any type are unacceptable and such attitudes should be challenged.

### The Little Red Hen Nursery School Learning Enrichment/SEND/EAL Policy

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

#### **Aims**

- We have regard for the DfES Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs (SEND).
- We identify the specific needs of children with (SEND) and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments

#### **What we do**

- We designate a member of staff to be special educational needs co-ordinator (SENCO).
- We provide a statement showing how we provide for children with (SEND).
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with (SEND) to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professional involved with children with (SEND) and their families, including transfer arrangements to other settings and schools.



- We provide a broad and balanced curriculum for children with (SEND).
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual; educational plans (IEP's) for children with (SEND).
- We use system for keeping records of the assessment, planning, provision and review for children with (SEND).

The Little Red Hen Nursery School acknowledges the importance of providing support for children with learning difficulties, Special Educational Needs and Disability and English as an Additional Language, as well as Gifted and Talented pupils. We have developed a programme to meet our responsibilities in this specialised area of education.

#### **Aims**

- 1) To work with staff, using both standardised and non-standardised assessments, to identify students who may be in need of Learning Support.
- 2) To provide ongoing monitoring based on evaluations.
- 3) To support The Little Red Hen Schools' goal of full inclusion in the classroom.
- 4) To provide in-service training for staff.
- 5) To suggest referrals to other professionals, when deemed appropriate.
- 6) To identify Gifted and Talented children and to provide opportunities for them to develop and utilise their skills.

#### **Children with SEND can be identified in the following ways:**

- 1) Children identified as having specific learning difficulties;
- 2) Children identified as being delayed learners;
- 3) Children identified as being highly able;
- 4) Children identified as having ADD or ADHD;
- 5) Children identified as having speech and/or language difficulties;
- 6) Children with English as an Additional Language;
- 7) Gifted and Talented children.

#### **Admissions**

The School admits children irrespective of their gender, race, home language, disability or special educational needs, provided that there are good prospects of meeting their needs without unduly prejudicing the education and the welfare of other pupils. Also, in a situation where the school feels unable to provide or make available any specialist help required either due to lack of resources or local availability then a child's special needs might inform the decision of whether or not to accept the child.

Due to restrictions of space, facilities, and personnel trained to deal with profound disabilities, The Little Red Hen Nursery School may be unable to admit children with physical or serious long-term emotional or behavioural disabilities. If these problems are diagnosed after admission, The Little Red Hen Nursery School will make every effort possible to secure staff training and seek the advice and intervention of appropriate professionals.

#### **Information and Record Keeping**

All records for children with learning difficulties, Special Educational Needs/Disability or EAL (including screening results, referral forms, student plans, report cards, screening and diagnostic test results and assessment reports) are kept in locked files. All reports indicate evidence of progress and programme modifications. These records are confidential and are made available only to parents, teachers, and academic coordinators of pupils with learning difficulties, Special Educational Needs or EAL.

#### **Learning Support Information and Staff Training**

All members of staff at The Little Red Hen Nursery School are made aware of the services provided for pupils with learning difficulties, Special Educational Needs or EAL.

Individual Education Plans or Language Development Plans are drawn up for all children with a special educational need.

## The Little Red Hen Nursery School Safeguarding Policy

The Little Red Hen School fully recognises its responsibilities for safeguarding pupils. We follow the procedures set out by the London Safeguarding Children Board (formerly the London Child Protection Committee) and also follow DCSF guidelines. This policy is in accordance with Wandsworth Council procedures.

Our policy applies to all staff and volunteers working in the school.

### Aims of this policy

- To ensure a Designated Safeguarding Lead for the EYFS and that all staff and volunteers know the names of the designated officers and their roles;
- To ensure that all staff and volunteers understand the nature of abuse, and the correct procedures, should concern over a child in our care arise;
- To provide a safe environment for the children to learn and develop;
- To identify children who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and at The Little Red Hen Nursery School;
- To support children who have been abused in accordance with their agreed child protection plan;
- To prevent unsuitable people working with children at The Little Red Hen Nursery School.

### Designated Safeguarding Lead (Child Protection Officer)

The DSL for The Little Red Hen Nursery School is Zara Stocker for the EYFS. These members of staff are provided with relevant on-going inter-agency Safeguarding training, which is updated every two years.

### Responsibilities of the DSL

- Arranging training for all staff and part time staff, every three years and training for all new volunteers and members of staff as part of their induction training
- Producing and updating the School's Safeguarding Policy and Procedures
- Being familiar with and understanding the London Safeguarding Children Board procedures and the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" and "What to do if you're worried a child is being abused"
- Keeping all staff and volunteers updated with current procedure through induction training and annual refresher training carried out in staff meetings
- Providing support and advice for staff and volunteers
- Referring any concerns as soon as they become apparent to the Social Services Department (SSD).
- Ensuring that relevant information about a child is disseminated to appropriate staff and volunteers within the school
- Maintaining accurate and secure child protection records
- Monitoring attendance and development of any child with a Child Protection Plan in consultation with the SSD
- Ensuring complete records are sent to receiving schools, where necessary
- Remedying any deficiencies or weaknesses in the school's safeguarding arrangements without delay
- Provide the Proprietors with the policy and school arrangements to enable them to carry out an annual review of the school's policies and procedures including the efficiency with which the related duties have been discharged.
- To report to the Independent Safeguarding Authority (ISA), within one month of leaving the school any person (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children

### Staffing at The Little Red Hen Nursery School

The School will operate safe recruitment procedures. In order to minimise the risk of employing or engaging an individual who poses any risk to the children at The Little Red Hen Nursery School, the following procedures are followed:

- The employer will apply to the Criminal Record Bureau for an enhanced disclosure for all staff, including the Proprietors and regular volunteers (including parents) to verify their declaration concerning any convictions, cautions or bind overs, which they have incurred. If a disclosure comes back, Zara Stocker will assess whether the disclosure will affect the role the applicant has applied for.
- When employing agency teaching staff, the agency will be asked to provide assurance that a check has been made and to confirm the validity of this document, the disclosure number will be sought and the individual's identity will be checked on arrival by requesting to see a form of Photo ID.
- Staff identity is checked by seeing the applicant's passport.
- References are always taken up and are always obtained directly from the referee. Two written references are followed up, one of which includes the last employer. The referee is asked to comment on the applicant's suitability to work with children and to give any details of disciplinary procedures the applicant has been subject to.
- Assurances are obtained from external organisations that appropriate safeguarding checks have been carried out on any staff working with the school's pupils on a site other than the school.

### **Potential Risks**

The Little Red Hen Nursery School strives to minimise risks of harm. As a School, we consider a child's social, moral, spiritual, emotional, physical and intellectual development and growth in relation to safeguarding. (Please refer to our Equal Opportunities, Disability, Special Educational Needs, Bullying and Health and Safety Policies). The 5 'Every Child Matters' outcomes are regarded when considering the well being of all pupils. Potential risks to minimise may include:

- Risk of accident or injury;
- Risk of children being abused, being bullied, becoming lost or being taken by someone;
- Risk of children becoming significantly distressed or upset
- Risk of children suffering any form of harm that a reasonable person would consider significant rather than negligible

### **To minimise these risks the following procedures are in place:**

- Adequate supervision at all times within School;
- Constant supervision of the children when outside School or on School trips;
- Supervision of children is by DBS checked members of staff. Any parental volunteers will undergo DBS checks and contract workers are never left unsupervised with the children. DBS checks are obtained for any adult who could potentially have unsupervised access to the children throughout the School day;
- A staff induction policy, which includes information and training on safeguarding;
- Weekly meetings among staff are held;
- Promoting tolerance of 'difference';
- Security is strongly linked to supervision. Staff are aware of the need to challenge the presence of anyone in the building they are uncertain of. The School doors are manned by members of staff during morning drop off and afternoon pick up.

Risk assessments are reviewed as necessary for risks within the School buildings and off site (see Health and Safety Policies) and as a minimum these reviews take place on an annual basis.

### **Staff Protection Code of Practice**

The following guidelines are made clear to staff and volunteers on appointment:

- The importance of being even-handed in relationships with pupils;
- The issue of unambiguous behaviour towards pupils (e.g. the child should initiate the hug, not the teacher and appropriate responses to such actions);
- To avoid secrecy, and understand confidentiality;
- To share concerns and worries with colleagues;

- To endeavour to avoid being misinterpreted;
- To understand issues concerning physical restraint;
- To consider their supervision of pupils, especially if alone with a child;
- To consider the physical contact involved when working with children e.g. Administering first aid.
- To consider the effects of giving personal information to pupils;
- To read the School Guidelines when accompanying children on School trips;
- To consider their behaviour at all times e.g. teasing pupils, favouritism, losing their temper and the effect these might have;
- To record in writing anything that might be misinterpreted.
- School's safeguarding procedures and the identity of the DSP and DDSP's.

## **Signs of Child Abuse and Neglect**

### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Female Genital Mutilation (FGM)**

FGM, also known as cutting or circumcision, is dangerous to girls' and women's health and illegal in the UK. There are several signs that may indicate that a girl is at risk, no single sign should be considered as evidence that a girl is at risk of female genital mutilation (FGM) however, a combination of factors may increase a girl's risk of being subjected to it. Should one or more of the following factors come to staff's attention they need to seek advice from their safeguarding lead about what action to take and the possibility of making a referral to Children's Specialist Services.

Factors suggesting a girl is at increased risk of FGM include: age of 0 - 14 years old, from a high risk community, being withdrawn from PSHE and/or SRE lessons by parents, parent planning to take the girl out of the country for an extended holiday, having a mother or older sister who has had FGM, mother confiding in a professional that a special ceremony or procedure will take place, requesting help from a professional to avoid FGM.

For full information please read Wandsworth Procedures for Prevention of Female Genital Mutilation at [www.wandsworthfgm.org.uk](http://www.wandsworthfgm.org.uk). You can also find full FGM information on the [Family Information Service \(FIS\) website](#). The FGM Pathway for Early Years Settings is included in the Appendix of this Policy.

### **Responding to Suspicions and Evidence of Child Abuse**

Once part of the school, members of staff have an important role, which includes: daily contact with the children, observing the children's work, drawings, watching them play and noticing changes in their behaviour. Through conversation alone the child may disclose information to someone at school they trust. This may be a teacher or volunteer, and therefore all staff and volunteers need to be aware of the appropriate action, should any indications become apparent.

Staff and volunteers must be careful to take note of anything, which may give cause for concern, irrespective of how trivial it may seem at the time. Note keeping enables the School to build up a rounded picture and a context within which to assess anything that concerns us about the particular child. Note taking should take into account the date, time, place, people present and what was said and should be given to the DSL or DDSL immediately.

### **Following up on an allegation**

The DSL will assess the situation and decide whether the information needs to be shared with other professionals, particularly investigative agencies e.g. SSD and the Police. The DSL will lead the processing of referring a child to the SSD within 24 hours of a disclosure or suspicion of abuse. A referral will be followed up in writing within 48 hours, using a Common Assessment Framework (CAF) form with the appropriate cover sheet. Where possible, concerns will be discussed with the parents and agreement sought for a referral to the SSD, unless this may place the child at harm. If the parents are not informed, the DSP will record reasons for this. The SSD may also be consulted for advice without naming the child.

The SSD will then decide whether the child is in need or at risk of significant harm within one day. If a child is viewed to be at risk of significant harm an initial assessment will be carried out by the SSD within 7 working days. Core assessments should be completed within a maximum of 35 days. Investigations may be single agency and carried out by the SSD or Joint, which means they are also carried out in conjunction with the Police Child Abuse Investigation Team (CAIT).

The School's primary concern at all times is to safeguard the child's welfare.

Urgent referrals should be made if anyone suspects actual physical injury, disclosure of abuse, or clear evidence of neglect. It is vital that members of staff do not seek to take on the role of investigators and that the School's procedures are followed strictly.

### **Allegations against The Little Red Hen Nursery School members of Staff and volunteers**

If any allegation of abuse is made against a member of staff or volunteer, the London Safeguarding Children Board Procedures will be followed and we shall regard the guidelines on practice and procedure found in 'Safeguarding Children and Safer Recruitment in Education' (DfES publication). Allegations may involve behaving in a way that has harmed or may have harmed a child; possibly committing a criminal offence against or related to a child; or

behaving towards a child or children in a way that indicates s/he is unsuitable to work with children. The following procedures are followed:

- We ensure that all parents and members of staff know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We respond to any disclosure by children, parents, volunteers or staff that abuse by a member of staff or volunteer may have taken, or is taking place, by first recording the details of any such alleged incident.
- A member of staff or volunteer receiving an allegation of abuse should report this immediately to the DSP who is the Headmistress, unless the DSL is the one against whom the allegation is made, which should be reported directly to the Deputy DSL.
- An initial assessment of an allegation should be made by the DSL to judge whether there is need for immediate action to protect the child. All allegations are thoroughly investigated.
- Enquiries are conducted in the strictest confidence so that information can be given freely and without fear of victimisation and in a way that protects the child, facilitates the enquiries, manages disciplinary/complaints aspects and protects the rights of the alleged perpetrator.
- The DSL should consult the Local Authority Designated Officer and obtain written details of the allegations, signed and dated, from the person who received the allegation (Not the child).
- The DSL should record any information about dates, times, locations and names of potential witnesses.
- Where a referral is made because the child has suffered or is likely to suffer significant harm or the alleged abuse is a criminal offence the appropriate procedure will be followed. We co-operate entirely with any investigation carried out by the SSD in conjunction with the police. The SSD will decide whether to authorise a child protection enquiry. The SSD will liaise with CAIT.
- After liaison with the SSD, a strategy meeting is usually held, which the DSL would attend. This meeting would decide whether it's a Child Protection issue or a practice issue, and in discussion with the DSL a decision would be made whether the teacher needed to be suspended.
- The DSL will not undertake any enquiry or investigation where a case is referred to the child protection agencies or police. The DSL will lead enquiries at school level if the matter is agreed to be a disciplinary issue.
- In the case of a referral and investigation, the DSL must ensure there is no objection by the police before contacting any interested parties. Where there are no objections the DSL should:
  - Ensure the parents of the child who is the alleged victim have been informed about the allegation and the likely course of action. They should be kept informed of the progress and the outcome.
  - Inform the member of staff or volunteer against whom the allegation is made and explain the likely courses of action. The DSL may need to approach the SSD/CAIT prior to this.
  - Keep a written record of how the allegation was followed up, take a note of any action taken and decisions reached and ensure this is kept on the person's confidential personnel file, and a copy provided to the alleged.
- The 'alleged' person may be suspended on full pay, after careful consideration if this is deemed the best course of action until the allegation is resolved. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.
- Where an allegation is proved to be without foundation Zara Stocker will decide whether disciplinary actions are required. Child protection enquiries take priority over disciplinary investigations and the disciplinary process must be clearly separated from the child protection enquiries.

#### **Disciplinary Action Against a Member of Staff**

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct from the setting or internally disciplined because of the misconduct relating to the child, we notify the ISA to provide information about individuals working with children or vulnerable adults where we consider them to have caused harm or pose a risk of harm.

#### **Safeguarding Staff Training**

All staff are trained to understand to safeguarding policy and procedures, this training is updated regularly. This enables staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

#### **Arrangements for dealing with abuse by one or more pupils against another**

Please refer to the School's Behaviour Management Policy and Anti-bullying policy. In extreme circumstances it may be necessary to refer an incident to an external agency.

#### **Liaison with other bodies**

- We have procedures in place for contacting the local authority on child protection issues. Any concerns should be directed initially to Zara Stocker (DSL) on 0207 7380320. She will then liaise with the duty manager/team manager at our local SSD.
- We notify the registration authority (OFSTED) of any incident or accident and any changes in out arrangements which may affect the well being of children.
- OFSTED will be informed of any allegations of serious harm or abuse by any person working or looking after children at the school's premises and of the action taken in respect of these allegations within 14 days.
- Details of The Local National Society for The Preservation of Cruelty to children (NSPCC) contacts are also kept. Their national helpline telephone number is 0808 800 5000.

This policy is agreed and supported by Zara Stocker

Name	Signature	Date
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### **The Little Red Hen Nursery School Anti Bullying Policy**

Our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment, so that every one of our pupils can develop his/her full potential. We expect the children to treat members of staff with courtesy and co-operation so that they can learn in a relaxed; but orderly, atmosphere. All children should care for and support each other.

#### **Our Aims and objectives**

It is important to remember that the potential for bullying can exist in all schools in some form or other. We must therefore aim:-

- (i) to encourage and enhance the security of the children
- (ii) to recognise that bullying disrupts learning
- (iii) to recognise that bullying can have a knock-on effect on absence from school

#### **Warning Signs and Symptoms of Bullying**

##### **Changes in behaviour that may indicate that a child is being bullied include:**

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet

- Diminished levels of self confidence
- Unexplained cuts and bruises
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping or experiences nightmares

#### **How do cases of bullying come to light?**

- A member of staff noticing that things are not as they should be
- The victim talking to a member of staff
- Other children talking to a member of staff
- Parents contacting the school, sometimes requesting that the source of information be kept secret

#### **Response Procedures**

##### **How do we react to parents or pupils reporting bullying?**

- Make them feel at ease
- Give them time to explain the situation. Listen
- Make notes
- Pass no immediate judgment
- Make it clear that the problem will be treated seriously and looked into as a matter of urgency

## The Little Red Hen Nursery School Health & Safety Policy

#### **Statement of intent**

This settling believes that the health and safety of children is of paramount. We make our setting a safe and healthy place for children, parents, staff and volunteers.

#### **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

#### **Methods**

The member of staff ultimately responsible for health and safety is Zara Stocker

#### **Risk assessment**

##### **Our risk assessment process includes**

- Checking for hazards and risks indoors and outside and in our activities and procedures.
- Our assessment covers adults and children.
- Deciding which areas needed attention; and
- Developing an action plan that specifies the actions required the timescales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues.

#### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability is displayed in the main hall.

#### **Awareness raising**



- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

#### **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

#### **Security**

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

#### **Windows**

- Windows above the ground floor are secured so that children cannot climb through them.

#### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.

#### **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

#### **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - Do not have unsupervised access to electrical equipment

#### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

#### **Storage**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### **Outdoor area**

- Any outdoor area that is used by the children is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times.

### Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area and toilets.
- We clean resources and equipment, dressing-up clothes and furnishings regularly.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - Providing tissues and wipes.

### Activities

- Equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

### Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment is carried out before an outing takes place.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- A minimum of two staff should accompany children on outings.

### Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

### **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - Practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

#### **Our first aid kit:**

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- Is kept out of the reach of children.
- Is located in cupboard in the kitchen

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

#### **Our accident book:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it:

### **Dealing with incidents**

#### **Administration of medication**

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff.

#### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea do not handle food.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

### **Records**

**In accordance with the National Standards for Day Care, we keep records of:**

#### **Adults**

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- All records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

#### **Children**

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children; Any allergies, dietary requirements or illnesses are known to the school prior to the child starting;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- Incidents.

## **The Little Red Hen Staff Medication and Other Substance Policy**

The Little Red Hen Nursery cannot allow practitioners to be under the influence of alcohol or any other substance that may affect their ability to care for children.

### **Procedures**

- If practitioners are taking medication which may affect their ability to care for children they must seek medical advice.
- The Little Red Hen Nursery will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly

### **Storage of said medication**

- Staff medication must be clearly labelled and stored in the kitchen cupboard out of reach of children at all times.

## Health and Safety Off Site

### Road Safety

1. Children must walk at all times with their partner in the crocodile line.
2. Children must wait to cross a road until they are given instructions to do so by a teacher.
3. Children must not talk or run as they cross the roads.
4. Children must listen for instructions that may need to be given in a hurry.
5. If a child drops something they must keep walking and not stop in the road to retrieve it. A teacher will pick up the dropped article.
6. Children must keep up at all times. There must not be a break in the line, unless instructed to do so by a member of staff.
7. Children must be encouraged to look ahead and keep their hands out of their pockets, whilst crossing roads.
8. When the whole school is crossing a road, the member of staff in duty may require to split the line of the children, if the traffic is particularly heavy.
9. Staff are to encourage the children to watch for the 'Green Man' at the traffic lights.

## First Aid and Medicine Policy

### Safety on School Outings

The Little Red Hen Nursery School ensures that there is at least one qualified first aider on school site or with the children when they are on an outing,

### Location of First Aid Kits

In cupboard in the kitchen

Staff must ensure their portable First Aid kits are kept replenished at all times.

It is the responsibility of the Headmistress to ensure that the School based boxes are correctly equipped and checked each half term.

### Normal first Aid Procedures

In the event of emergency first aid being required, pupils will follow the normal procedure and in severe cases an ambulance should be called.

Any head injury must be reported to parents immediately.

### Record Keeping

All injuries requiring treatment must be recorded in the Accident Book as soon as possible after the accident.

In the event of any injury, even of a minor nature, to a pupil at the School, the parents should be informed personally when or before the child is collected or goes home. The Headmistress will contact parents by telephone to inform them of any substantial or serious injuries sustained while at School.

### Illness/Sickness Reporting Procedure

If a child falls ill, or feels sick during the school day the child's temperature should be taken and the child sent home if required.

All children who have a rise in temperature or diarrhoea must remain at home for 48 hours, before returning to school.

### **Hygiene Procedures**

Staff are reminded that in the event of an injury in which blood is involved, gloves must be worn by the member of staff treating the injury. Gloves must also be worn when dealing with the spillage of body fluids, which should then be bagged in specialist yellow biohazard waste bags. The Headmistress would then arrange for the appropriate disposal of these.

### **Medicines**

Only prescribed medicines are allowed in school, and parents must complete the Medicine Consent Form. Prescribed medicines are to be administered by a senior member of staff. Medicines must not be kept in any classroom - all prescribed medicines must be kept in a safe place or fridge if necessary.

All other medicines, including throat lozenges, must be kept at home.

Only staff trained in this procedure are to administer this medication.

- An inhaler for asthmatic children, where the teacher has been trained by a parent to use it. All inhalers must be kept by the teacher. When on an outing inhalers must be taken for those children who have them.
- Epi-pen for a severe allergic reaction. The child's named epi-pen should be stored safely in the first aid kit in the kitchen cupboard.

**Any staff administering medicine must check:**

- pupil's name
- written instructions and dose
- expiry date

A regularly updated list of children with allergies and special diets is circulated to all staff throughout the year.

### **Medical Emergencies**

#### **Asthma**

If a pupil is having an asthma attack the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down.

**Assist with prompt administration of medication -**

- Give 4 puffs of blue reliever.
- If no improvement after 4 minutes give another 4 puffs
- If still not improvement or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then an ambulance must be called. Dial 999.

#### **Diabetes**

Signs and symptoms:

High blood sugar (normally slow onset of symptoms)

- Excessive thirst
- Frequent need to urinate
- Acetone smell on breath
- Drowsiness
- Hot dry skin

Low blood sugar (normally quick onset of symptoms)

- Feel dizzy, weak and hungry

- Profuse sweating
- Pale and have rapid pulse
- Numb around lips and fingers
- Aggressive behaviour

#### **Action**

For person with Low blood sugar give sugar, glucose or a sweet drink e.g. coke, squash.

For person with High blood sugar allow casualty to self administer insulin. Do NOT give it yourself but help if necessary.

If unsure if person is suffering high or low blood sugar, give them sugar. If they have high blood sugar it will not harm them further, but if they have low blood sugar it will be vital.

#### **Epileptic Seizures**

Epileptic seizures are caused by a disturbance of the brain. Seizures can last from 1 to 3 minutes.

#### **Signs and symptoms**

- A 'cry' as air is forced through the vocal chords
- Casualty falls to ground and lies rigid for some seconds
- Congested, blue face and neck
- Jerking, spasmodic muscle movement
- Froth from mouth
- Possible loss of bladder and bowel movement

#### **Action:**

During seizure

- Do NOT try to restrain the person
- Do NOT push anything in the mouth
- Protect person from obvious injury
- Place something under head and shoulders

After seizure

- Place in recovery position
  - Manage all injuries
  - DO NOT disturb if casualty falls asleep but continue to check airway, breathing and circulation.
- Phone an ambulance if seizure continues for more than 5 minutes.

#### **Anaphylaxis**

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the children concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases, they go through the whole of their school lives without incident. The most common cause is food - in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life-threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

#### **Signs and Symptoms**

- Swelling and redness of the skin
- Swelling of the face, throat, tongue and lips
- Itchy raised rash or itchiness in the mouth
- Swelling of the throat and difficulty swallowing
- Wheezing and or coughing
- Rapid irregular pulse
- Nausea and vomiting

- Dizziness or unconsciousness
- Flushed complexion

#### **Action**

- Call 999 for an ambulance
- Observe and record pulse and breathing
- If casualty is carrying medicine for the allergy, assist casualty to use it
- Help casualty sit in position that most relieves breathing difficulty

If these symptoms appear in an affected child the epi-pen must be used and an ambulance called immediately. The pen is pre-loaded and should be injected into the fleshy part of the thigh. Most staff have received training in how to use the epi-pen, which is very simple, but it must be remembered that swift action is ESSENTIAL.

#### **Guidance when calling an ambulance**

- When managing a casualty, you may need to call for an ambulance. Follow the steps below:
- To call an ambulance dial 999 or 112.
- They will ask you what service you require. Say ambulance.
- They will ask where you are located. Be precise as possible.
- They will ask you how many casualties. If one, say one.
- They will ask what is wrong with casualty. Tell them what you are sure of (to avoid giving misinformation).
- They will ask if other services required.
- After you hang up you must wait with the casualty until the ambulance arrives.

### **The Little Red Hen Nursery School Safety on School Outings**

- At least one member of staff must have previously accompanied a School trip to the chosen venue. In the event that it is a new venue, a pre-visit must be completed to ensure an accurate risk assessment can be carried out.
- A Risk Assessment Form must be completed by the member of staff in charge of the trip, prior to the visit. When booking a trip, Zara Stocker must obtain a copy of the venue's own risk assessment.
- All children must wear a label stating the name of the school and the telephone number. Their own name must not be written on the label. (School will provide these labels.)
- The teacher must ensure s/he has taken a class list with them. A head count must be taken on a regular basis and certainly before leaving a site. Teachers must be vigilant at all times and no child must be allowed to wander off alone.
- The senior member of staff on the outing must ensure she/he has the medicines/tablets needed by any specific child.
- Children must listen to their teacher's instructions at all times.
- Children must behave in an orderly manner at all times. No running, shouting or any poor behaviour at any time.
- Teachers must be vigilant at all times, constantly counting heads. Extra care must be taken when crossing roads. Road safety rules must be adhered to.
- Parents accompanying the trip must follow the directions of the senior member of staff and must not be left alone with pupils unless they have obtained an enhanced DBS check through the School.

### **Safety in the Supervision of Pupils**

#### **Pupils' Arrival and Departure**



Pupils arrive at school at 9.30am and go home at either 12.30 pm or 3.00pm. Pupils are not allowed on site without supervision.

### **Registration**

We take a register of pupils at the start of the morning session. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. We will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

### **Supervision during Outings**

The arrangements for the supervision of pupils during outings are described in our policy: "Safety on School Outings."

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times and is available in the staff handbook.

## **Mobile Phone and Digital Media Policy**

**(Including mobiles, smartphones, cameras, camcorders, laptops, memory cards and memory devices, digital photo frames, etc.)**

### **Aim**

At The Little Red Hen we aim to provide a safe and secure environment for the children. In order to achieve this we need to control how mobile phones and digital media are used by staff, students, visitors and volunteers.

### **Usage of mobile phones**

- All staff/volunteers/students/visitor's mobile phones have to be on silent and kept in the designated basket on the table when children are present at the nursery.
- No private phone calls or text messages are allowed while children are present.
- If a member of staff is waiting for an important call it has to be reported to the Headmistress, Miss Zara Stocker first and it is to be received on the school number 020 7738 0321.
- Staff members are not allowed to take any pictures, record videos or sounds using mobile phones at work or on any outing/events related to work.

### **Usage of cameras/camcorders/memory devices**

- Staff members may take pictures or videos of the children using only the nursery's equipment during play at the nursery as an evidence of observations. Pictures can be taken indoors, outdoors and on outings.
- Children must be fully dressed when these are taken.
- Manager or deputy may take the camera or drive in order to print pictures of the children for the children's profile or observation file.
- Pictures of the children are displayed at the nursery from time to time and subject to the signed consent form can be used in the school prospectus and on the school website.
- Parents are allowed to take pictures of their children during School Plays, Outings and Sports Day.

A breach of this policy will be taken seriously and may result in disciplinary action.

## **Child Collection and Missing Child Policy**

The welfare of all of our children at The Little Red Hen Nursery School is our paramount responsibility. Every adult who works at the school is trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.

#### **Collection of children during or at the end of the day**

It is our policy to release a child only to the parents, or another previously agreed adult aged 17 years or older. If someone else is to pick up the child, the parents must notify us ahead of time in writing or by telephoning the School, if there is a last minute alteration that cannot be put into writing. Staff must not allow someone not on a list of authorisation provided by the parents to collect a child. If staff have not been introduced to emergency contacts or other authorised collectors, then you will need to ask for identification. This is a measure taken for the child's protection. Staff should only release a child into the care of an agreed adult.

#### **Uncollected Children**

If a child has not been collected, the teacher should make arrangements to call the parent/carer to inform them and make the necessary arrangements. Contact details are kept at school. Should the parents be uncontactable, telephone the Emergency contact provided. If you are unable to reach any of the contacts provided, please inform the SMT who will then take responsibility and inform Social Services if required. At this stage, the member of staff should write up notes of who they tried to contact.

We undertake to look after the child safely throughout the time that he or she remains under our care.

#### **Missing Children**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom by reading to them
- At the same time, arrange for one or more adults to search everywhere within the building, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide and to retrace steps
- Check the doors for signs of entry/exit

#### **If the child is still missing, the following steps would be taken:**

- Inform the Headmistress
- The Designated Safeguarding Lead would notify the Police
- Zara Stocker would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Headmistress would arrange for staff to search the rest of the school premises
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Ofsted would be informed
- The Insurers would be informed

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **Action to be followed by staff if a child goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school

- Get the Headmistress to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Ofsted would be informed
- The Insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the Health and Safety Executive (0845 300 99 23)

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **Actions to be followed by staff once the child is found**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmistress will promise a full investigation (if appropriate involving Social Services/ London Safeguarding Children Board)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how he/she appeared to have gone missing and lessons for the future.

## Confidentiality Policy

#### **Statement of intent**

It is our intention to respect the privacy of children and their parents careers, while ensuring that they access high quality early years care and education in our setting.

#### **Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

#### **Methods**

We keep two kinds of records on children attending our setting:

- **Developmental records**
  - These include samples of the children's work, development records and records of achievement.
- **Personal records**
  - These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child an ongoing record of relevant contact with parents, and observations by staff on any confidential mater involving the child, such as developmental concerns or child protection matters.
  - These confidential records are kept secure by Zara Stocker in a suitably safe place.
  - Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.
  - Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

#### **Other records**

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Please refer to our **Data Protection Policy and Privacy Policy** which outlines your rights for the information we hold and store under the *General Data Protection Regulation (GDPR)*

### Loo Policy

The children can access the loo at any point during the morning. The older children are encouraged to use the loo independently and to then wash their hands. The younger children are encouraged to tell a member of staff if they need to go to the loo and a member of staff will assist them.

Following break time the children are taken to the loo in groups of four, the remaining children are supervised playing with a variety of activities on the mat whilst waiting for their turn. Children in nappies are changed during this time providing that they don't need changing beforehand.

### Fire Drill Procedure Policy

#### On discovering a fire

1. CALMLY raise the alarm by blowing the whistle/ringing the bell/shouting fire drill procedure
2. Immediately evacuate the building under guidance from Miss Zara
3. Check all rooms, toilets, corners, etc
4. Using the nearest exit lead the children out, assemble at either the front of the building or in the back garden depending on where the fire is.
5. Close all doors behind you.

#### Zara Stocker will do the following

1. Pick up the children's register and visitor book
  2. Telephone emergency services: dial 999 and ask for the fire service
  3. In a safe place clear of the building - check the children against the register
  4. Account for all adults.
- Do not try to collect personal belongings on evacuating the building
  - Do not attempt to go back in and fight the fire
  - Do not attempt to go back in if any children or adults are not accounted for.
  - Advise the fire services of anyone missing.

### Evacuation Procedure

In the unlikely event of having to evacuate the premises, the children will be taken to Falcon Park, the address is:

Falcon Park  
Cabul Road and Lavender Passage SW11 2PN

It may be a good idea to familiarise yourself with the park in the event that an evacuation may occur.

### Social Networking Policy

Any work related issue or materials that could identify an individual who is a service user, relative or work colleague, which could adversely affect the setting must not be placed on a social networking website.

- Work related matters must not be placed on any social networking sites at any time either during or outside of work hours via any computer or mobile phone.
- No Photographs of children will be used for anything other than what parents have given permission for.
- No photos of special events can be shared outside the nursery.
- No photos or internet discussions linked to the nursery in anyway can occur
- Teachers may not tag colleagues on photos without permission.
- The only way photos or information can be shared personally or through Internet shared sites is with specific detailed permission from individuals and parents/carers. This includes photos from the nursery website.
- If there is a criminal investigation linked to an allegation against a teacher all electronic devices will be confiscated and communication between adults through e-mail, Facebook accounts, twitter etc. will be recorded and reviewed.

•  
All anti-social behaviour outside of working times can impact on a teacher's future employment in Early Years.

### Out of Hours Babysitting Policy

- The policy of the Little Red Hen Nursery is that no staff member is allowed to work in any capacity for anyone who is a current parent at the Little Red Hen Nursery.

### Complaint Procedure

Should any parent/carer have an official complaint with regards to the care of their child or the day to day running of The Little Red Hen Nursery School, the following procedures should be adhered to:

1. Approach the Headmistress and she will endeavour to deal with your complaints or concerns efficiently and without delay. All relevant parties will be informed.
2. Should the above action be insufficient to solve the problem, a more formal approach should be made to the Headmistress in writing.
3. After a consultation between the Headmistress, the parents and the Nursery staff where appropriate, a concerned plan of action is to be prepared, put forward and agreed by all parties. Minutes are to be taken at any meetings which may take place and these, along with any other relevant paperwork must be attached to the files of the child concerned.

Should parents still remain dissatisfied, they should contact OFSTED personally.

The name and address of Ofsted, is as follows:-

OFSTED

Ofsted Early Years

Piccadilly Gate

Store Street

MANCHESTER

M1 2WD

Telephone - 08456 40 40 40

E-mail - [geninfo@ofsted.gov.uk](mailto:geninfo@ofsted.gov.uk)

Web Site - [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)

## The Little Red Hen Nursery School Grievance Procedure

### 1. Purpose of the procedure/Introduction

The Little Red Hen's aim is to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

### 2. Informal discussions

If an employee has a grievance about their employment they should discuss it informally with an immediate supervisor. We hope that the majority of concerns will be resolved this way.

### 3. Stage 1 - statement of grievance

If the employee feels that the matter has not been resolved through informal discussions, they should put their grievance in writing to an immediate supervisor.

### 4. Stage 2 - the grievance meeting

Within 5 working days the supervisor will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days notice of this meeting will be provided to the employee and they will be informed of their right to be accompanied.

Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer, can't attend, the meeting must be rearranged.

Should an employee's companion be unable to attend then the employee must make contact within 2 days of the date of the letter to arrange an alternative date that falls within 10 days of the original date provided. These time limits may be extended by mutual agreement.

After the meeting the supervisor hearing the grievance must write to the employee informing them of any decision or action and offering them the right of appeal. This letter should be sent within 5 working days of the grievance meeting and should include the details on how to appeal.

### 5. Step 3 - appeal

If the matter is not resolved to the employees satisfaction they must set out their grounds of appeal in writing within 10 working days of receipt of the decision letter.

Within 10 working days of receiving an appeal letter, the employee should receive a written invitation to attend an appeal meeting. The appeal meeting should be taken by a more senior manager not involved in the original meeting.

After the appeal meeting the senior manager must inform the employee in writing of their decision within 10 working days of the meeting. Their decision is final.

## The Little Red Hen Nursery School Whistleblowing Policy

### Safeguarding and Welfare Requirements

Take necessary steps to safeguard and promote the welfare of children in the setting.

### **Policy Statement**

The Little Red Hen Nursery provides a safe, caring and stimulating environment for all children. Therefore staff must feel confident to share any concerns they may have regarding children, parents, staff members. All adults working within the setting should be observant at all times to ensure high standards of care to all children.

Whilst we expect all our colleagues, both internal and external, to be professional at all times and comply with the Statutory Requirements for the Early Years Foundation Stage 2014 there may be occasions where this may not be the case. If any member of staff has a concern they should feel at ease to be able to discuss their concern with the Nursery Headmistress, Miss Zara Stocker immediately to enable the concern to be resolved as soon as possible.

It is important to The Little Red Hen Nursery that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The Little Red Hen Nursery therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

The Little Red Hen Nursery recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the Little Red Hen's success ensured.

Whistleblowing relates to all those who work with or within our setting who may from time to time think that they need to raise with someone in confidence certain issues relating to the setting.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the The Little Red Hen Nursery then you should use the procedure outlined below.

### **Procedures**

- A. Report any concerns to Zara Stocker . If it is an issue that concerns Zara Stocker then report your concerns to the Deputy DSL Daisy Laverick.
- B. Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- C. You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- D. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- E. If misconduct is discovered as a result of any investigation under this procedure the setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- F. If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- G. An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to the Headmistress and Owner of the Little Red Hen, Miss Zara Stocker. If it is an issue that concerns Zara Stocker then report your concerns to the Deputy DSL Daisy Laverick.

## The Little Red Hen Nursery School Food Safety and Hygiene Policy

### **Purpose of Policy**

The Little Red Hen Nursery School is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. This is in order that the setting complies with The Children (Scotland) Act 1995, The Care Standards Act 2000 and Food Hygiene 1995.

### **Who is Responsible?**

It is the responsibility of the manager to ensure that all members of staff are fully trained in Food Hygiene and that all members of staff understand and implement the policy. It is the responsibility of all members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training and policy.

How will this policy be implemented? Detailed procedures exist to ensure that there are high standards of health and safety in all aspects of food handling. The policy, and the methods of implementation will be continuously monitored and the policy will be reviewed at least annually

### **Procedure**

#### **Personal Hygiene**

The setting has set high standards of personal hygiene for all members of staff involved in the handling and preparation of food, (please see personal hygiene policy and procedure for further information). Members of staff will be responsible for ensuring that any children involved with the preparation of snacks follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

#### **Identification and Handling of High Risk Foods**

Where high risk foods have been identified, the member of staff responsible for their handling and preparation will identify the potential hazards associated with them and document how they are to be handled and prepared safely in order to prevent ill health and cross contamination.

#### **Temperature Control**

It is the policy of The Little Red Hen Nursery to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

### **Purpose of Policy**

The purpose of this section of the food hygiene policy is to ensure that the personal hygiene procedure for The Little Red Hen Nursery School is followed and that people handling food maintain high standards of hygiene in order to minimise health risks to themselves and others.

### **Who is Responsible?**

All members of staff have a responsibility to ensure that they follow the personal hygiene procedure for The Little Red Hen Nursery and that they themselves maintain a high level of personal hygiene.

All members of staff have a responsibility to ensure that the children in the setting maintain a high level of personal hygiene whilst in the setting and especially if they are to be involved in food handling.



### How will the Policy be implemented?

- a. All staff and visitors must adhere to The Little Red Hen Nursery no smoking policy.
- b. Food handlers, including children, should wash their hands regularly, especially:
- c. After visiting the toilet
- d. When entering the kitchen area
- e. Between handling raw and cooked food
- f. After eating, coughing, sneezing, blowing nose etc.
- g. After handling waste food or refuse
- h. After handling cleaning materials
- i. After outside activities, e.g. sports, trips or collections
- j. In addition, all members of staff must wash their hands thoroughly when returning to the setting after a break.
- k. Fingernails should be kept short and clean, food handlers, including children, should not wear nail varnish as this may contaminate food.
- l. When preparing food, members of staff should not chew gum or sweets and must never taste the food being prepared by sticking fingers in or eating off cooking utensils. This is particularly relevant when children are involved in cooking activities.
- m. Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing. Staff should check children's hands before they participate in activities involving food.
- n. Staff should avoid wearing jewellery, especially rings, watches and bracelets.
- o. In addition to these precautions, it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they or the children are handling food.
- p. Clean protective clothing, i.e. aprons, should be worn and washed daily to avoid build up of soilage. It is the policy of The Little Red Hen Nursery School to provide all members of staff with these items of protective clothing.

In addition to these precautions, it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they or the children are handling food.

- a. Clean protective clothing, i.e. aprons, should be worn and disposed of daily. It is the policy of The Little Red Hen Nursery School to provide all members of staff with disposable, plastic aprons to wear when preparing food.
- b. No outdoor equipment or clothing should be brought into the food preparation area and all protective clothing should be removed when leaving the premises.
- c. When preparing food, staff should avoid touching their hair and face, where possible, hair should be tied back. Members of staff should wash their hands after touching their hair and face.
- d. Members of staff should report any symptoms of poisoning, i.e. diarrhoea, vomiting, fever, etc,
- e. affecting either themselves, or the children, to a supervisor. Staff with symptoms of food poisoning should refer to the controlling infections policy for exclusion.
- f. Staff should under no circumstances continue to prepare food if they are feeling unwell.
- g. When a parent notifies the setting that their child is suffering from any symptoms of poisoning, the staff member receiving the information should notify the manager immediately. The manager should then enter the details into the incident book and notify all staff and parents, especially if there is more than one child showing symptoms. All members of staff should refer to the controlling infections policy for information on exclusion guidelines for children. Under no circumstances should a child be involved in food handling activities if they are feeling unwell.

### Acceptable Use Policy

This policy will reference the Early Years Foundation Stage. This Policy should be read in conjunction with the Little Red Hen Nursery's Whistle Blowing Policy which is detailed in the staff handbook.

#### Aim

The Acceptable Use Policy (AUP) will aim to:

- Safeguard children and young people by promoting appropriate and acceptable use of information and communication technology (ICT).
- Outline the roles and responsibilities of all individuals who have access to and/are users of, work related ICT systems.
- Ensure all ICT users have an awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

### **Scope**

The AUP will apply to all individuals who have access to and/or are users of work related ICT systems. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not exhaustive. Parents and carers, and where applicable, other agencies will be informed of any incidents of inappropriate use of ICT that take place on-site, and, where relevant, off-site.

### **Roles and Responsibilities**

#### **Registered Person**

The registered person has overall responsibility for ensuring that online safety is an integral part of everyday safeguarding practice. This will include ensuring that:

- Early years practitioners and their managers receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- Clear and rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who come into contact with the early years setting. Such policies and procedures should include the personal use or work-related resources.
- The AUP is implemented, monitored and reviewed regularly, and that all updates are shared with relevant individuals at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations or misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies where applicable.
- Effective on-line safeguarding support systems are put in place, for example filtering controls, secure networks and virus protection.

#### **Senior Designated Person for Safeguarding (SDPS)**

The senior Designated Person for Safeguarding must be a member from the management team who has relevant, current and practical knowledge and understanding of safeguarding, child protection and online safety. Access to an individual holding this role should be available at all times, including where necessary the use of a designated deputy.

The Senior Designated Person for Safeguarding will be responsible for ensuring:

- Agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users.
- The importance of on-line safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirements of early years practitioners and their managers are monitored and additional training needs identified and provided for.
- An appropriate level of authorisation is given to ICT users. Not all levels of authorisation will be the same - this will depend on the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.
- Any concerns and incidents are reported in a timely manner in line with agreed procedures.
- The learning and development plans of children and young people address online safety.
- A safe ICT learning environment is promoted and maintained.

#### **Early Years Practitioners and their Managers**

Early Years Practitioners and their Managers will ensure:

- The timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.

- ICT equipment is checked before use and all relevant security systems judged to be operational.
- Awareness is raised of any new or potential issues and any risks which could be encountered as a result.
- Children and young people are supported and protected in their use of online technologies - enabling them to use ICT in a safe and responsible manner.
- Online safety information is presented to children and young people as appropriate for their age and stage of development.
- Children and young people know how to recognise and report a concern.
- All relevant policies and procedures are adhered to at all times and training undertaken as required.

### **Children and Young People**

Children and young people should be encouraged to:

- Be active, independent and responsible learners, who contributed as appropriate to policy and review.
- Abide by the Acceptable Use Agreement.
- Report any concerns to a trusted adult.

### **Parents and Carers**

Parents and Carers should sign Acceptable Use Agreements and to share responsibility for their actions and behaviours. A copy of Acceptable Use Agreement should be provided to parents and carers on enrolment of their child at the early years setting. This will be reviewed regularly. It is an expectation that parents and carers will explain and discuss the Acceptable Use Agreement with their child to ensure that it is understood and agreed. Children and Young People will also be encouraged to sign the Acceptable Use Agreement alongside their parent or carer where appropriate. Records of all signed agreements should be kept on file. Should parents or carers wish to use personal technologies (such as camera's) within the setting environment, practice must be in line with the setting's policies.

### **Acceptable Use by Early Years Practitioners, their Managers and Volunteers**

Early Years Practitioners, their managers and volunteers should be enabled to use work based on-line technologies:

- To access age appropriate resources for children and young people.
- For research and information purposes.
- For study support.

All early year's practitioners, their managers and volunteers will be subject to authorised use as agreed by the Senior Designated Person for Safeguarding (SDPS).

All early year's practitioners, their managers and volunteers should be provided with a copy of the Acceptable Use Agreement, which they must sign, date and return. A signed copy should be kept on file.

Authorised users should have their own individual password to access a filtered internet service provider. Users are not generally permitted to disclose their password to others, unless required to do so by law or where requested to do so by the Senior Designated Person for Safeguarding. All computers and related equipment that can access personal data should be locked when unattended to prevent unauthorised access.

The use of personal technologies is subject to the authorisation of the Senior Designated Person for Safeguarding, and such use should be open to scrutiny, monitoring and review.

### **In the Event of misuse by Early Years Practitioners, their Managers or Volunteers**

In the event of an allegation of misuse by Early Years practitioner, manager or volunteer, a report should be made to the Senior Designated Person for Safeguarding and /or the registered person immediately, as relevant. Should the allegation be made against the Senior Designated Person for Safeguarding, a report should be made to a senior manager and the registered person. Procedures should be followed as appropriated, in line with the ICT Misuse Procedure, Safeguarding Policy and/or Disciplinary Procedures.

Should allegations related to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police should be notified as applicable.

### **Acceptable Use by Children and Young People**

Acceptable Use Agreements are used to inform children and young people of behaviours which are appropriate and others which are deemed unacceptable. This will allow children and young people to take some degree of responsibility for their own actions, understanding the risks and likely sanctions. The Acceptable Use Agreements are shared and agreed with young children and young people and should be displayed as a reminder.

### **In the Event of Misuse by Children and Young People**

Should a child or young person misuse ICT, the following sanctions will be applied:

#### **Step 1**

In the event of deliberate misuse, the parent/carer is informed of the issue. The child or young person may be temporarily suspended from a particular activity.

#### **Step 2**

Further incidents of misuse, could lead to the child or young persons being suspended from using the internet or other relevant technology for an increased period of time. The parent or carer will be invited to discuss the incident in more detail with a senior manager and the most appropriate course of action will be agreed.

#### **Step 3**

The sanctions for misuse can be escalated at any stage, if considered necessary. In the event that misuse is deemed to be of a serious nature, steps 1 and 2 can be omitted. If a child or young person is considered to be at harm, the Safeguarding Policy must also be applied. Allegations of serious misuse will be reported to the most appropriate agency, for example, Children's Social Care.

In the event that a child or young person accidentally accesses inappropriate material, it must be reported to an adult immediately. Appropriate action should be taken to hide or minimise the window. The computer should not be switched off, not the page closed, in order for investigations to take place.

### **Acceptable Use by Visitors, Contractors and Others**

All guidelines in respect of acceptable use of technologies must be adhered to by any visitors or contractors.

### **Links to Other Policies**

#### **Safeguarding Policy and ICT Misuse Policy**

The Safeguarding Policy should be referred to when dealing with any incidents that occur as a result of the intentional or unintentional misuse of ICT. Any allegations of abuse or other unlawful activity should be reported immediately to the Senior Designated Person for Safeguarding who will ensure procedures outlined in the Safeguarding who will ensure procedures outlined in the Safeguarding Policy are followed with immediate effect.

#### **Other Online Policies**

The Acceptable Use Policy should be clearly linked to:

- Internet Policy
- Camera and Image Policy
- Mobile Phone Policy

#### **Behaviour Policy**

The Behaviour Policy should contain up-to-date anti bullying guidance, which should highlight relevant issues, such a cyber bullying.

It should be recognised that all inappropriate behaviours will be taken seriously and dealt with in a similar way, whether committed on or offline.

#### **Health and Safety Policy**

The safe use of ICT should be included within the Health and Safety Policy and should also include guidelines for the use of display screen equipment.

### Identification and Handling of High Risk Foods

#### **Purpose of Policy**

The purpose of this policy is to enable members of staff to identify high risk foods that may be used within The Little Red Hen Nursery and to identify the controls required to ensure that these foods remain safe for consumption by children and members of staff.

#### **Who is Responsible?**

It is the responsibility of the manager to ensure that any high risk foods have been identified and adequate control measures have been identified and applied. The manager is also responsible for ensuring that all members of staff involved in food handling have been appropriately trained. All members of staff have a responsibility to ensure that they apply the identified controls to high risk foods; all members of staff also have a responsibility to ensure that the temperature of the fridge/freezer is monitored and recorded and remain within specified limits.

#### **How will this section of the policy be implemented?**

All members of staff involved in food handling will undergo appropriate training in accordance with the Food Safety regulations 1995, and this will be documented for their training record and all certificates will be displayed for information purposes. It is the policy of The Little Red Hen Nursery School to give all members of staff the opportunity to attend food hygiene training as part of their core introductory training programme.

A hazard analysis should be carried out for each of the following high risk foods:

- All cooked meat and poultry
- Cooked meat products, including gravy
- Milk, cream, butter, custard and dairy products
- Cooked eggs and products made from eggs
- Cooked rice

Due to the possibilities of children having allergies to fish and seafood products, it is the policy of The Little Red Hen Nursery to not use these products when preparing food for the children and members of staff.

Using the hazard analysis and control form, each of these foods will be listed and the hazards associated with each stage of their handling should be identified.

Once the hazards have been identified, the steps needed to control and minimise any risk associated with using these foods should be documented on the form, along with a timescale for implementation and who is responsible.

The completed hazard analysis and control form should be filed in the food safety file, which is accessible to all staff.

A new form should be completed when a new high risk food is introduced.

#### **Temperature controls:**

All members of staff have a responsibility to ensure that the fridge/freezer temperatures are checked on a daily basis to ensure that any food that requires to be refrigerated or frozen is. The results of these checks should be noted on the temperature control log, which is kept next to the refrigerator, at the end of the week the manager

should sign the log to ensure that the checks have been carried out and that the results are satisfactory. The completed temperature control logs should be kept in the food safety file.

### **The Little Red Hen Nursery Food Safety Policy – Cleaning of Food Preparation Areas**

#### **Purpose of Policy**

The purpose of this section of the food safety policy is to ensure that all areas of The Little Red Hen Nursery School that are used for food preparation are kept clean and tidy in order to minimise food related risks and hazards.

#### **Who is Responsible?**

It is the responsibility of the manager to ensure that the cleaning schedule for food preparation areas is accessible and available to all members of staff.

It is the responsibility of the member of staff preparing the food to ensure that the food preparation area is clean and tidy according to setting policy.

#### **How is this policy to be implemented?**

The manager The Little Red Hen Nursery will devise a cleaning schedule that should be followed by all members of staff, this schedule will include:

- What is to be cleaned
- How often it should be cleaned
- Method of cleaning
- Who is responsible

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy.

All members of staff have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm soapy water
- Cleaning the inside walls, top and bottom of the fridge with antibacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
- Freezers are to be defrosted and cleaned once per month following the same guidelines
- for fridges.

### **The Little Red Hen Nursery Private Policy for our website (compliant with General Data Protection Regulation (25<sup>th</sup> May 2018))**

**The Little Red Hen Nursery School** is committed to protecting your privacy when using our web site. Our Data Protection policy, which is managed by **The Little Red Hen Nursery School** informs you of how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time so we also ask you to check it occasionally to make sure you are aware of the latest version.

#### **How we comply with the Data Protection Act of 1998 and General Data Protection Regulation: (25<sup>th</sup> May 2018)**

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

### **What personal information we collect:**

We collect the personal data that you volunteer on forms which you submit to us (including but not limited to registration, feedback, survey), and in e-mails which you send to us. The personal data we collect will, in some instances, be specifically used to respond to an enquiry raised by you, and, in other instances (as described above) are used to allow us to develop our site in a way that will enhance the on-line experience of the greatest number of users. We may also, from time to time, ask you for, or enable you to provide, additional information so that we can improve your visits to our site. There will be no obligation on you to provide this information.

Data collected on your children as part of the Free Nursery Education Place process which is the grant you receive will be kept on a secure data base and used by the council:-

- to ensure that there is no duplication of payments
- as part of the audit process undertaken on all settings by a monitoring officer
- Collectively to report on the take up of this provision including ethnic profile of take up.

Wandsworth Council will not pass to a third party information that would clearly identify your child. The Nursery will be able to provide you with a copy of their data protection policy on request.

### **What we do with personal information:**

We would never sell, trade or rent your personal information to other parties. Your personal information will be used only for the purposes of communicating with you in relation to The Little Red Hen Nursery School, for assessment and analysis to enable us to review, develop and improve our website, or for any other purposes to which you have given your consent. Data is used only for the purpose it has been originally collected for. An audit of data collected ensures any duplicated or not required information to fulfil our role as early years providers have been removed as well as asking parents to regularly update their information so we hold accurate information.

### **Where your personal data is held:**

Any information obtained via this web site will be electronically held by **The Little Red Hen Nursery School**. We take the normal precautions of backing up all data so that any loss may be restored with the least possible delay.

### **Accessing and browsing 'The Little Red Hen Nursery School' web pages without disclosing personal data:**

You can access our web site without disclosing any of your personal data. We maintain log files that allow us to record visitors' use of the site. We analyse log file information from all our visitors, which we use to make changes to the layout of the site and to the information in it, based on the way that visitors move around it. Log files do not contain any personal information and they are not used to identify any individual patterns of use of the site.

### **Use of cookies:**

Cookies are pieces of data that are often created when you visit a web site and are stored in the cookie directory of your computer, either temporarily or permanently. The **Little Red Hen Nursery School** web site uses cookies only to measure how you interact with our site; this does not include any personal information and remains anonymous.

### **Disclosing users' personal data to third parties:**

We do not disclose your personal data to any third parties or we are required to do so by law for information such as a court order, witness summons, or complaint from governmental authorities.

### **What happens when you follow a link to another web site:**

The **Little Red Hen Nursery School** web site contains no links to other web sites. This privacy statement applies only to our web site, so you should always be aware when you are moving to another site and read the privacy

statement of that site which collects personal information. We do not pass on any personal information you have given us to any other web site.

#### **Contacting us in relation to web site privacy matters:**

If you have any questions or concerns about our privacy statement and practices, please contact us at **The Little Red Hen Nursery School**.

## **The Little Red Hen Nursery School Data Protection Policy**

### **Communications with parents**

To help fulfil their important role in their child's education and to be as informed as possible in any communications or discussions with teachers, parents are requested and encouraged to communicate any concerns or difficulties, interests or aspirations that are either specific to, or seriously affecting their child's education. Staff record and deal with this information in a confidential and professional manner.

### **Why collect information?**

The Government and Local Authority use the information they collect about children to ensure they have the details they need to measure children's progress so they can influence and improve education policy, monitor the quality of the provision children attend and allocate resources fairly and effectively.

### **What information is required?**

Your Early Years setting or school will be asked to supply the following information about your child:

- Full name and any names used
- Full address and postcode
- Date of birth
- Gender
- Ethnicity
- How many hours and weeks your child attends the setting
- How many of these hours are funded under the Free Nursery Education Place scheme
- Whether your child has any special educational needs and if so what stage their level of support is at.

When your child transfers to another setting or school, information about their progress across the Early Years Foundation Stage (which will be shared and discussed with you regularly) should be passed on to the receiving setting, to enable them to plan for your child's learning.

### **Who will the information be passed to?**

Each year the Local Authority (Wandsworth Council) will collect information from early years' settings about their pupils and pass this on to the Department for Education (DfE) as part of the annual Early Years Census. The Early Years Census covers all private, voluntary and independent providers who offer early education to any 2-, 3- or 4-year old children and are in receipt of government funding.

### **General Information & Educational Records - Pupils**

- Confidential copies of reports, pupil profiles, assessment results and portfolios of work are kept as general information. Such curricular records comprise the major part of a pupil's educational record. Contents of



educational records must be disclosed to parents upon request within a specified time, to another school which is considering a pupil for admission, or which has just admitted that pupil.

- **Medical/Confidential Information** - Pupils Confidential medical information and reports (e.g. Social Services and Psychological Reports) are also kept and show:
- Personal details, doctor's name/address/telephone number.
- Treatment needed regularly (e.g. asthma prevention).
- Relief treatment (e.g. asthma reliever) if required. The Principal (or those with delegated authority) can decide not to disclose/transfer/copy/amend a pupil's record (see Appeals procedure). There are two special considerations relating to Child Protection:
- The Education (Schools' Records) Regulations 1989 exempt any information relating to actual, alleged or suspected child abuse from the requirements of disclosure to those with 'Parental Responsibility' (Children Act 1989);
- When a child dies the LSCB carries out a Section 8 Review under the Children's Act 1989. This is a multiagency investigation and a report is produced. All school records must be kept in these circumstances - only copies may be given to parents. This section may also contain other details relating to Child Protection but additionally drugs, HIV and mentoring.

### **Admission Documents & Personal Information – Pupils**

The School keeps confidential admission records.

### **Staff Records**

The School maintains detailed, confidential personnel records relating to individual employee's including job descriptions, qualifications, experience, length of service and salary levels.

### **General Data Protection Regulation (GDPR)**

The GDPR will apply in the UK from 25 May 2018 and will be unaffected by the UK's decision to leave the EU. The GDPR is a new data protection regulations that's designed to strengthen and unify the safety and security of all data held within the School. The GDPR will replace the current Data Protection Act, making radical changes to many existing data protection rules and regulations. Whilst there are similarities between the GDPR and the DPA, there will be some significant different that will have a real impact on the way the date is handled and ultimately the way in which the school manages information. Some of the differences include:

**Penalties** - under the DPA, non-compliance could see fines of up to £500,000 imposed by the ICO. However, non-compliance under the GDPR could see fines of up to €20 million for the Data Controller, i.e. the School, and anyone else involved in the chain such as the Data Processors.

**Contracts** - currently there is no formal obligation to have a contract in place with your chosen Data Processor. However, under the GDPR, it will be illegal to not have a formal contract or Service Level Agreement (SLA) in place with your chosen partner.

**Data Processors** - under the GDPR it will also be a criminal offence to choose an IT recycling partner/Data Processor who doesn't hold the minimum competencies and for IT asset disposal (i.e. ADISA, ISO 27001, Blancco etc. The School must be able to demonstrate that we are working with an accredited company when it comes to disposing of your data bearing end of life IT assets.

Whilst the GDPR's main principles are similar to those in the DPA, there will inevitably be some new elements and enhancements to be made. In accordance with the ICO's guidance, the School will prepare for the changes by:

**Awareness** - ensure that decision makers and key people in the school are aware that the DPA is changing to the GDPR. The School appreciates the impact it will have and will be investigate how the new legislation will affect schools

**Information held** - organising an information audit and document personal staff and student data held, where it came from and who it is shared with

**Communicating privacy information** - review the School's current privacy guidance and put a plan in place for making any necessary changes in time for when GDPR comes into force

**Individuals' right** - check the School's current procedures to ensure they cover all the rights individuals have, including how you to delete personal data or provide data electronically

**Subject access requests** - update the School's procedures and plan how to handle requests within the new timescales and provide any additional information

**Legal basis for processing personal data** - look at the various types of data processing the School carried out carries out, identify the legal basis for carrying it out and document it

**Consent** - review how the School seeks, obtains and records consent and whether the School needs to make any changes

**Students** - begin to think about what systems the School will put in place to verify individuals' ages and to gather parental or guardian consent for the data processing activity Confidentiality Policy Page 3 of 6 Sep 2017 The Little Red Hen Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

**Data breaches** - make sure the School has the right procedures in place to detect, report and investigate a personal data breach

**Data protection by design and data protection impact assessments** - begin to work out when to start implementing Privacy Impact Assessments into the school

**Data Protection Officers** - designate a Data Protection Officer or someone to take responsibility for data protection compliance Data Protection Act 1998 This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to staff, pupils and parents. The School needs to keep certain information about its employees, students and other users to allow it to monitor performance, achievements, and health & safety, for example. It is also necessary to process information so that staff can be recruited and paid, courses organised and legal obligations complied with. To comply with the law, information is collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the School so far as is reasonably practicable, complies with the data protection principles, as contained in the Data Protection Act. In summary these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner not in line with that purpose.
- Be adequate, relevant and not excessive for that purpose.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be securely protected from unauthorised access, accidental loss or destruction.
- Be stored only in countries within the EU or with companies that comply with the EU's Data

## Protection Directive

The School and all staff or others who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the School has developed this Data Protection Policy.

### **Status of this Policy**

This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees abide by the rules and policies made by the School from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

### **The Data Controller and the Designated Data Controllers**

The School as a corporate body is the Data Controller under the 1998 Act, and the Principal is ultimately responsible for implementation. However, Designated Data Controllers may deal with day to day matters. Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with The Principal.

### **Confidentiality Policy**

The Little Red Hen Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Checking that any information that they provide to the School in connection with their employment is accurate and up to date.

Informing the School of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The School cannot be held responsible for any errors unless the staff member has informed the School of such changes. If and when, as part of their responsibilities, staff collect information about other people (e.g. about a pupil's assessment data, opinions about ability, references to other academic institutions, or details of personal circumstances), they must comply with the Data Protection Act 1998.

### **Data Security**

All staff have undergone training in GDPR and are responsible for ensuring that:

Any personal data that they hold is kept securely.

Personal information is not disclosed either orally, in writing, via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party. Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information held by The Little Red Hen Nursery should:

**Be kept in a locked filing cabinet, drawer, or safe; or**

**If it is computerised, be coded, encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up; and**

**If a copy is kept on a diskette or other removable storage media, that media must itself be kept in a locked filing cabinet, drawer, or safe.**

### **Rights to Access Information**

All staff, parents and other users are entitled to:

- Know what information the School holds and processes about them or their child and why.
- Know how to gain access to it.
- Know how to keep it up to date.

- Know what the School is doing to comply with its obligations under the 1998 Act and GDPR.

All staff, parents and other users have a right under the 1998 Act/GDPR to access certain personal data being kept about them or their child either on computer or in certain files. Any person who wishes to exercise this right should complete a Subject Access Request (available from admin) and submit it to The Head Mistress. Please refer to the Freedom of Information section for further information on this.

The School aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 20 days, as required by the 1998 Act. In many cases, the School can only process personal data with the consent of the individual. In some cases, if the data is sensitive, as defined in the 1998 Act, express consent must be obtained.

Agreement to the school processing some specified classes of personal data is a condition of acceptance of employment for staff.

This includes information about previous criminal convictions.

### **How we use employee information**

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit the School which is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- It is our aim that all pupils fulfil their potential.
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring;

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information. We will not share information about you with third parties without your consent unless the law allows us to. We may be required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE) How we use pupil information Upon entry to the school all parents are issued with a Privacy Notice in accordance with the Data Protection Act 1998 which details how we use pupil information. Roles that will bring the applicants into contact with children. The School has a duty under The Children Act 1989 and other enactments to ensure that staff are suitable for the job. The School has a duty of care to all staff and students and must therefore make sure that employees and those who use School facilities do not pose a threat or danger to other users.
- The School may also ask for information about particular health needs, such as allergies to particular forms of medication, or any medical condition such as asthma or diabetes. The School will only use this information in the protection of the health and safety of the individual, but will need consent to process this data in the event of a medical emergency, for example.

### **Processing Sensitive Information**

Sometimes it is necessary to process information about a person's health, criminal convictions, or race. This may be to ensure that the School is a safe place for everyone. Because this information is considered sensitive under the

1998 Act, staff (and pupils where appropriate) will be asked to give their express consent for the School to process this data. An offer of employment may be withdrawn if an individual refuses to consent to this without good reason.

### **Publication of School Information**

Certain items of information relating to School staff will be made available via searchable directories on the public Web site, in order to meet the legitimate needs of researchers, visitors and enquirers seeking to make contact with the School.

Examples of data Personal data and Definitions of personal data are highly complex, and it is difficult to define categorically. However, broadly speaking and in day-to-day use, 'personal data' is information which relates to a living, identifiable individual. In the context of this document and the School's requirement to process 'personal data' as part of its duty of care and to educate its pupils, 'personal data' may include:

- school admission and attendance registers;
- pupil's curricular records;
- reports to parents on the achievements of their children;
- records in connection with pupils entered for prescribed public examinations;
- staff records, including payroll records;
- pupil disciplinary records;
- personal information for teaching purposes;
- records of contractors and suppliers.

If it is necessary for the School to process certain personal data to fulfil its obligations to pupils and their parents or guardians then consent is not required. Early years providers are required to collect information about children and their families to comply with the statutory requirements of for example the EYFS, HMRC, the Childcare Register, The Early Years Inspection Handbook and Ofsted. However, any information which falls under the definition of personal data, and is not otherwise exempt (see below), will remain confidential. Data will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy. Sensitive data' may include:

- ethnic or racial origin
- political opinions
- religious beliefs
- other beliefs of a similar nature
- membership of a trade union
- physical or mental health or condition
- offence or alleged offence
- proceedings or court sentence
- Where sensitive personal data is processed by the School, the explicit consent of the appropriate individual will be required in writing.

### **Exemptions**

Certain data is exempted from the provisions of the Data Protection Act, examples include: • The prevention or detection of crime;

The assessment of any tax or duty;

Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the school. There are further exemptions detailed under the act.

### **Retention of Data**

The School has a duty to retain some staff and student personal data for a period of time following their departure from the School, mainly for legal reasons. Different categories of data will be retained for different periods of time. The time span can be requested in writing from school. Non-Compliance with the 1998 Act is the responsibility of all members of the School. Any deliberate breach of the Data Protection Policy may lead to disciplinary action being taken, or even to a criminal prosecution.

The current data storage advise is that children's learning and development information is handed to parents when they leave or move on to school. Information relating to the safeguarding and welfare requirements of the EYFS is stored until the child is 21 years and 3 months to comply with insurance requirements. HMRC information is stored for 6 years.

**How is personal data destroyed**

Computer data is securely deleted and backed up and paper documents are shredded.