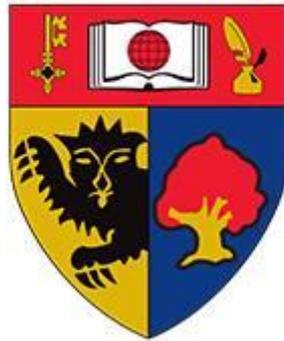


Telephone: 01454 866535
Email: primary@yateacademy.co.uk
Website: <https://www.yateacademy.co.uk>



POLICIES AND PROCEDURES

The enclosed policies and procedures lay down comprehensive guidelines to help with the smooth running of Woodland's Nursery. Their existence is aimed at assisting parents /carers and staff, in fulfilling our aims and remaining within the boundaries of all relevant legislation.

These policies have been drawn up in accordance with the EYFS Statutory Requirements and OFSTED Guidelines and Recommendations.

Please contact Yate Academy for full policies and procedures.

Last reviewed on 7th March 20

REVISION DATE: October 2018

ADMISSIONS POLICY

At Woodland's Nursery we are committed to providing the best in Nursery education and to establishing a close partnership with parents and carers. Woodlands Nursery abides by the Yate Academy admissions policy.

It is our intention to make our pre-school Nursery accessible to children and families from all sections of the local community, providing term time access to our facilities and fulfilling a commitment to giving the children their government funded hours within a school year. Children start at the Nursery the school term after their 3rd birthday and once their 3 year old funding has been approved by the local education authority (unless privately funded). Our provision is situated within the grounds of Woodland's Primary School and is staffed by Woodland's teachers and support staff.

SICKNESS/MEDICINE POLICY

We at Woodland's Nursery realise that, from time to time, all children have minor illnesses and these do not always prevent them from attending, however in the following circumstances children will be excluded from the Nursery.

- Diarrhoea/Vomiting (the children need to stay away for 48 hours after the last bout of vomiting or diarrhoea)
- Infectious diseases e.g. chicken pox, mumps etc.

If a child arrives at the Nursery ill, the Nursery Teacher will make the decision as to whether the child is fit to attend or not, if not the parent/carer will be asked to take the child home.

If a child becomes ill during the session we will contact the parent/carer and you may be required to collect your child.

Woodlands Nursery abides by the Yate Academy sickness and medicines procedures.

Medicine procedure

The following must be adhered to by all parents/carers and staff:

- Children who are taking prescribed medicine must be well enough to attend Nursery.
- Only medicine prescribed by the child's General Practitioner and clearly marked with the child's name will be given to the child.
- Medicines must be stored in a clear bag and clearly labelled with the following:

1. The child's name
2. Dosage
3. Date and expiry date

A written consent form must be completed by the parent/carer prior to any medication being given; these forms are kept in each child's individual file.

Fire Drill & Emergency Evacuation Procedure

- Upon discovering a fire, staff should raise the alarm.
- Designated person to keep children calm and safe in one area away from the fire.
- Remaining staff will check toilet area and return to the children.
- Children to line up calmly and led to a designated space in the playground.
- Office staff to provide registers.
- A designated person will ensure a final sweep of the area, including side rooms and toilets.
- Close all doors behind you as you proceed out.
- Check the register to ensure all children are accounted for.
- Account for all staff and any other adults in the Nursery Unit.

Woodlands Nursery abides by the Yate Academy Evacuation Procedures.

Health and Safety Policy

At Woodland's Nursery we believe that health and safety is of great importance, we aim to make our Nursery a safe and healthy place for children, staff and parents.

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

We ensure that staff are fully trained and are aware of the health and safety policy and that the majority of staff are trained first aiders with at least one trained in Paediatric First Aid.

All staff who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, will have either a full PFA or an emergency PFA certificate within three months of starting work.

Termly risk assessments on the environment and activities are carried out and amended where necessary.

Daily environment checks are completed for both inside and outside areas.

Woodlands Nursery abides by the Yate Academy Health and Safety Policy.

Hygiene

- We keep up to date with the latest recommendations from the Environmental Health department to ensure our hygiene practises are current.
- At least one member of staff have a current Food Hygiene certificate.

- Daily routines encourage the children to learn about personal hygiene including the washing of hands for snacks, after using the toilets and blowing noses etc.
- The Nursery environment is cleaned daily following COSHH and Nursery staff maintain a rota for sterilising equipment. Tables, floors etc. are cleaned by Nursery staff during sessions as and when appropriate.

Activities and Resources

- All equipment both inside and outside is regularly checked for cleanliness and safety. Any dangerous items, furniture or trip hazards will be logged on the internal system to be fixed or discarded as soon as possible.
- Sand is clean and suitable for children's play. It is changed on a regular basis.
- Children are supervised during the use of tools and utensils such as safety scissors, play dough cutters/tools etc.
- All creative materials are non-toxic.
- The layout of the room allows children and staff to move around safely and freely.

Outside area

- Our outdoor area is safely contained and secure within padlocked premises.
- The area is checked for safety and cleared of rubbish before and during each use.
- The outdoor sand pit is covered when not in use and cleaned regularly.
- All outdoor activities are supervised at all times particularly the climbing equipment.

All employees will be responsible for ensuring the following:-

- Making sure that all exterior doors and gates to the Nursery campus are kept secure and locked after the start and end of sessions.
- Keeping all fire exits clear at all times.
- Supervising the use of electrical equipment such as computers and listening devices.
- Keeping all medicines out of the reach of the children.
- Keeping all cleaning materials and equipment locked away in their designated places after use.
- Keeping all equipment safe and in good condition. If not it must be reported to the Nursery Teacher immediately.

OUTINGS POLICY

Children benefit from being taken out of the Nursery to go on trips, which include the local community and other venues to enhance their learning experiences.

Nursery staff will ensure that they follow the procedure below.

- Parents/carers sign an authorisation form to give consent for their child to be taken out as part of daily activities prior to the child starting at the Nursery.
- The form is kept in each child's individual file on the Nursery premises.
- Risk assessments are carried out for each venue and reviewed regularly.
- Staff will take a mobile phone as well as an outing pack containing tissues, wipes, spare clothes, water and a mini first aid kit.
- Staff will take a list of the children and contact details of parents/carers.

- We ensure that adult to child ratio is higher on outings.
- Children will wear high visibility jackets during the entire outing.
- Children will have a designated adult during the outing.
- Staff will make regular head checks during the outing.

Accident Policy

From time to time children may have minor accidents resulting in bumps, bruises and small scrapes. In the event of any accident that occurs at the Nursery an accident file will be filled out and the parent notified at the end of the session. The book indicates:

- The child's name
- Time and Date
- How the incident happened
- What the nature of the injury is
- What action is taken
- Signed by the parent and staff

In the event of an Emergency:

We may contact parents/carers to seek Emergency Medical Advice if necessary

Equality and Diversity Policy

Statement of Intent:

Woodland's Nursery is committed to valuing diversity by providing equality of opportunity and anti-discrimination practice for all children, families and staff.

Our aim is:-

- To provide a secure environment in which all our children can flourish and in which all contributions are valued.
- To include and value the contribution of all families to our understanding of equality and diversity.
- To provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities.
- To improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity.

Legal framework

- The Equality Act 2010
- Children Act 1989, 2004
- Special Educational Needs and Disability Act 2001

Promoting British Values at Woodlands Nursery Policy

The DfE has reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The government set out its definition of British values in the 2011 Prevent Strategy. At Woodlands Nursery these values are reinforced regularly and in the following ways:

Democracy:

We listen to children's and parents' voice. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

The Rule of Law:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

Individual Liberty:

Within Nursery, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a Nursery we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual Respect:

Part of our school ethos surrounds Core Values such as 'Respect', and children are modelled this by caring, sharing and listening to others. The staff help children to understand how to respect by talking about how actions/words can affect others.

Tolerance of those of Different Faiths and Beliefs:

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

Admissions

Our setting is open to all eligible members of the community:-

- We advertise our service widely and through a range of media.
- We reflect the diversity of members within our publicity and promotional materials.
- We provide information in clear concise language whether in spoken or written form.
- We base our admission policy on a fair system.
- We do not discriminate against a child or their family, or prevent entry to our setting on the basis of colour, ethnicity, religion or social background such as being a member of a travelling community or asylum seeker.
- We do not discriminate against a child with a disability or refuse a child entry because of any disability.
- We develop action plans to ensure that people with disabilities can participate successfully in the opportunities offered by the setting.

Woodlands Nursery abides by the Yate Academy Admissions Policy.

Attendance

Even for very young children there are positive benefits to be gained from regular attendance whatever the weekly pattern. This includes coming to every planned session and also being there on time.

- Parents are regularly informed about the importance of good attendance
- Attendance is recorded and monitored for all children
- Parents are required to inform the school office of any absences, giving the reason for absence
- Support for families will be available when frequent absences become a concern
- If support is not successful the designated school safeguarding officer will be notified.

Woodlands Nursery abides by the Yate Academy Attendance Policy.

Employment

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- The applicant who best meets the criteria is offered the post, subject to references and clear DBS checks by the Criminal Records Bureau, this ensures fairness in the selection process.
- All job descriptions include a commitment to equality and diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Woodlands Nursery abides by the Yate Academy Recruitment Policy

Training

- We seek out training opportunities for staff and volunteers to enable them to develop inclusive practices, which enable all children to flourish.
- We review our practices to ensure that we are fully implementing our policy for equality, diversity and inclusion.

Curriculum

The curriculum encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It also encourages children to empathise with others, build their social skills and begin to develop the skills of critical thinking.

We do this by:-

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning.

- Recognising the different learning styles and making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities.
- Positively reflect the widest possible range of communities in the choice of resources.
- Avoiding stereotypes and derogatory images in the selection of books or other visual materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that negative behaviour and remarks are hurtful and unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special needs and children with disabilities.
- Ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

Valuing diversity in families

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to Nursery.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English we will develop means to ensure their full inclusion.

Food

- We work in partnership with parents/carers to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food and of cultural approaches to mealtimes and eating, and to respect the differences among them. Staff will share these experiences in order to model appropriate behaviour.

Parental Involvement Policy

Woodland's Nursery believes that children get the most from Nursery life when parents/carers and Nursery work together in partnership.

Or aim is:-

- To support parents/carers as their children's first and most important educators.
- To involve parents/carers in the life of the Nursery and their children's education.
- To support parents/carers in their own continuing education, personal development and well-being.

In order to fulfil these aims:-

- We are committed to ongoing conversations to improve our knowledge of the needs of their children and to support their families.
- Through access to written information and through regular informal communication we inform all parents/carers about how the group is run and its policies. We check to ensure parents/carers understand the information which is given to them.
- We inform all parents/carers on a regular basis about their children's progress.
- We involve parents/carers in the shared record keeping about their children, either formally or informally and ensure parents/carers have access to the children's written records.
- We provide opportunities for parents/carers to contribute their own skills and interests to the activities of the group.
- We welcome constructive contributions from parents/carers.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents/carers have access to our written complaints procedure.
- We provide opportunities for parents/carers to learn about the Nursery curriculum and about young children's learning in the Nursery and at home.

Special Needs Policy

At Woodland's Nursery, we recognise that all children have individual needs which must be met by use of a range of strategies, approaches and support. It is the aim of the Nursery to enable each child to develop their potential in all areas of development, physical, emotional, intellectual and social.

A child is recognised as having special individual needs if he or she has a learning difficulty which requires special provision to be made for him or her.

Most learning difficulties can be met within the Nursery but we recognise the importance of obtaining specialist expertise when required. The current code of practice forms the basis of our work.

Stage 1

Concern may be expressed by staff or parent/carer. Support is given within the setting and close observations are made and recorded. A review date is set. If sufficient progress has not been made stage two is put into practice.

Stage 2

The situation is reviewed and information collated. Discussions with the special needs co-ordinator, staff and parents take place and an individual plan of action is drawn up. A review date is set. If sufficient progress is made the individual education plan of action may be further developed and a second review date set. This is called 'Early Years Action'. If insufficient progress has been made stage three would be put into practice.

Stage 3

At this stage further advice would be sought from outside agencies, e.g., health service, speech therapists, social services, L.E.A. support, educational psychologist. An individual

education plus plan of action would be further developed and a review date set, this is known as 'Early Years Action Plus'.

Stage 4

At this stage the child would be referred to the local authority for statutory assessment.

Stage 5

At this stage if appropriate an Early Help Record of needs is drawn up.

It is an extremely small number of children who would require moving beyond stage three and we find that most children's needs can be met within the Nursery.

Our work is co-ordinated by the Academy special educational needs co-ordinator.

We review our work with children through regular progress review meetings. We liaise with other providers for young children and pass on any information of the children's progress to the next setting should they move on elsewhere.

Complaints Policy

At Woodland's Nursery we believe that parents/carers and children are entitled to expect courtesy and prompt careful attention to their needs and wishes.

As part of the partnership between the Nursery and parents/carers we feel that it is important that parents/carers are able to discuss any concerns that may arise.

We aim to resolve any concerns with an informal approach as quickly as possible regarding the matter in hand to minimise any distress for parents/carers or their children.

Procedure

Woodlands Nursery abides by the Yate Academy Complaints Procedure Policy.

If after the investigation the parent/carer is still dissatisfied with the action taken by the Nursery then the complaint can be forwarded to Ofsted at the following address:-

The National Complaints Team
Ofsted National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone: - 0300 123 1231

Safeguarding Children Policy

Woodland's Nursery is committed to creating and maintaining a safe and secure environment in which children are cared for and educated.

We recognise that it is our responsibility to safeguard the welfare of all children by committing to a practice that protects them.

Our aims are:-

- To promote protection for all the children in our care
- To provide all staff with training on the correct procedures they should follow, if they suspect a child may be experiencing or be at risk of harm, including how and who to make a referral to.
- To provide all staff with guidance on what will happen if an allegation is made against them.
- To provide parents/carers with guidance on who to contact if they suspect a member of staff has been inappropriate towards a child within the Nursery.

We recognise that:-

- All children have the right to protection from all types of harm or abuse regardless of colour, ethnicity, spoken languages at home, religious beliefs, cultural traditions and home background.
- Working in partnership with children, parents, carers and other agencies is essential in promoting children's welfare.
- All staff need to be carefully selected and fully trained and accept responsibility for safeguarding children within their care.

We will ensure that we safeguard children by:-

- Providing parents/carers with all safeguarding policies and procedures.
- Working in partnership with parents, carers, families and children provide them with the opportunity to voice any concerns.
- Ensuring we respond quickly and appropriately to all suspicions and allegations of abuse relating to child welfare.
- Sharing information about concerns with agencies that need to know, and involve the parents/carers and children appropriately.
- Ensuring all confidential information is stored and managed in accordance with national guidance.
- Providing all staff with up to date training on safeguarding ensuring that they are able to recognise the signs and signals of any possible abuse and that they are aware of the local authority guidelines for making referrals.
- Recruiting staff safely and ensuring that all checks including a DBS are made.

Designated Persons

- The current named person for Safeguarding Children is:-
Mrs Kirsty Borrill – Principal for the Woodlands Primary

Woodlands Nursery abides by the Yate Academy Safeguarding Policy.

WHISTLEBLOWING POLICY

Allegations against Staff

- If a parent/carer or members of staff are concerned about the behaviour or actions of staff within the Nursery, they are encouraged to speak directly to the named person, Mrs Kirsty Borrill and in her absence Mrs Rachel Dean
- We respond to any disclosure regarding concerns about the behaviour of staff in the Nursery by first recording the details of any such alleged incident, then referring any such allegation immediately to the Local Authority Designated Officer to investigate. We also report any such alleged incident to Ofsted outlining what measures we have taken to protect children.
- Where parents/carers and staff members feel talking to the named person or Assistant Principal inappropriate contact should be made to the Local Authority Designated Officer or Ofsted directly.

- Local Authority Designated Officer - 01454 868924
- Ofsted – 0300 123 1231

The Nursery will co-operate fully with any investigation carried out and the management will take appropriate action to protect the children in our Nursery during this time.

Woodlands Nursery abides by the whistle blowing procedures detailed in the Yate Academy Safeguarding Policy.

Behaviour Policy

We at Woodland's Nursery believe that children thrive best when their personal, social and emotional needs are met, and where there are clear and developmentally appropriate expectations for their behaviour. We encourage the children to learn to consider the feelings of others and the impact that their behaviour has on others.

- We require all staff to provide a positive model of behaviour by treating children, parents and one another with care and courtesy.
- Parents are regularly informed about their child's behaviour by the child's key person.
- Behaviour limits will be set to ensure the children learn that it is not acceptable to hurt themselves, their peers or staff. Behaviour expectations are regularly shared with parents.
- Staff will use positive language and strategies for handling inconsiderate behaviour.
- We support each child in developing self-esteem and confidence.
- We never use physical punishment. Physical restraint will only be used to prevent a child from injuring themselves, other children or staff, if physical intervention is used the incident will be recorded and the parents informed.
- We acknowledge positive behaviour such as sharing and kindness with praise and encouragement using language such as 'happy choices'.

FAILURE TO COLLECT A CHILD POLICY

In the event that a child is not collected by a parent/carer at the end of a session the following procedure will be followed:-

- The Nursery Teacher or senior member of staff will attempt to contact the parents/carers on the numbers provided either at home, work or mobile.
- If this is unsuccessful then the adults authorised by the parents to collect their child from Nursery will be contacted.
- Again if this is unsuccessful every effort will be made to contact a parent or authorised adult.
- If after one hour the child has not been collected and there is no one who can be contacted then the Children and Families Assessment Team will be contacted.

South Gloucestershire Access and Response Team

- 01454 866000 Monday to Thursday 9.00 – 5.00, 4.30 on Friday
- 01454 615165 out of hours and at weekends
- The child will stay at the Nursery with two members of staff until they have been safely collected by the parent/carer or a social care worker.
- A full written report of the incident will be recorded on my concern.
-

Missing Child Policy

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the settings procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises:

- As soon as it is noticed that a child is missing the key person/staff must alert the Nursery Teacher.
- The Nursery Teacher will carry out a thorough search of the building and garden.
- A designated member of staff must check all doors and gates to see if there has been a breach of security whereby a child could wander out.
- If the child is not found within 10 minutes the Nursery Teacher must contact the senior person in charge and the parents/carers and report the missing child to the police.
- The Nursery Teacher will then talk to the key person/staff to establish where the child was seen last and at what time. All of this information will be recorded.

After the incident a full written report must be produced detailing:

- a) Who was responsible for the child?
- b) When the child was last seen
- c) Future actions as a result of this incident
- d) Any other conclusions

Child going missing on an outing:

- As soon as it is noticed that a child is missing, staff on the outing must gather all of the children together with their designated key person/staff and they must conduct a roll call and head count.
- A designated person usually the Nursery Teacher will immediately begin to search the vicinity for no longer than 10 minutes.
- If the child is not found, the Nursery Teacher will then contact the police and school to report the incident.
- The Nursery Teacher will then contact the child's parents/carers and ask them to make their way to the venue.
- The Nursery Teacher will then talk to the key person/staff to establish where the child was last seen and at what time. All of this information will be recorded.
- The Nursery Teacher must remain at the venue and wait for the police and the rest of the staff must take the remaining children back to the setting.

After the incident a full written report must be produced detailing:

- e) Who was responsible for the child?
- f) When the child was last seen
- g) Future actions as a result of this incident
- h) Any other conclusions.

Woodlands Nursery abides by the Yate Academy General Data Protection Regulations Social Networking Policy

This social networking policy applies to all staff members employed by the Nursery – both paid and voluntary.

We recognise that social media, professional networking sites, rapid-fire communications, blog sites, and personal web sites are all useful technologies. Every employee has an opportunity to express and communicate on-line in many ways, and we do not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line.

We do feel that restrictions need to be placed on staff when they access social networking sites in reference to their job. The Nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the Nursery view the staff.

This policy provides guidelines that employees should follow for all on-line communications in reference to Woodland's Nursery.

Responsibility

Any material presented on line in reference to the Nursery by any employee is the responsibility of the poster. At no time should any posts be made in reference to children, parents/carers or other professionals that employees may come into contact with through work. At no time must any photographs or materials be published that identify the setting or children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that

breach confidentiality and or are deemed to be of a detrimental nature to the Nursery, Federation or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the company disciplinary procedures.

The Nursery employees are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social networking site.

Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty, and respect.

If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

Apply a "good judgement" test for every activity related to the setting - could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding the setting or its employees? Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the web site.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact the Nursery Teacher.

Mobile phones, Cameras and Electronic Device Policy

We believe our staff should be completely attentive during their hours of working, to ensure all children in the Nursery receive good quality care and education. This is why mobile phones are not to be used during working hours unless on a designated break in a designated area.

Personal electronic devices e.g.: mobile phones, camera/phones, i-pods etc. are not allowed to be used whilst in the room. Should you need to make or receive a call – please first check with the person in charge and use the phone outside of the area where the children are learning.

Mobile phones should be turned off and stored safely in the designated area during the hours of your working day. The designated box for storage of these devices is placed in the lockable storage cupboard and staff are responsible for placing their devices in the box on arrival and the collection of them at the end of their working day.

Nursery iPads will not be taken off the premises.

Please note the “Whistleblowing” section of the policies – If you see another member of staff using their phone during working hours in front of the children please advise a senior member of staff straight away.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Nappy Changing Policy Statement

- We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.
- We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedures

- Key persons have a list of personalised changing times for the children in their care who are in nappies or 'pull-ups'.
- Children should normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and their parents agree.
- Key persons undertake changing children in their key groups; back up key persons change them if the key person is absent.
- Changing areas are warm with safe areas to lay children.
- Parents/carers provide a bag, nappies or pull up, changing wipes and nappy sacks for their child.
- Gloves and aprons are put on by staff before changing starts and the areas are prepared.
- Changing mats are cleaned after each use.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children are encouraged to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash liquid or soap should not be used for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Key persons do not make inappropriate comments about children's genitals when changing their nappies.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and pull ups are disposed of hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting, when a change has been provided, this may constitute neglect and will be a disciplinary matter.

Nursery Fees Policy

Rationale

Yate Academy takes every care to ensure that your child will have a high quality start to their education at Woodlands Nursery. We value working closely with our parents and carers to ensure the Prime Areas of Learning can be developed for your child, to meet their individual needs. This wonderful new Nursery class is an important addition to our All Through Academy, fulfilling our vision of delivering education to our children from 3 to 19 years of age.

Funding Entitlement

- As a result of Government funding, children over the age of 3 are entitled to 15 hours per week of free Nursery provision from the term following their third birthday. Prior to this, once a child has turned 3 parents/carers may self- fund their space until the grant is awarded.
- The 15 hours is equivalent to 5 three hour sessions in the Woodlands Nursery Class. Any extra sessions required would be subject to a charge, currently £12.60 per session. Nursery offer 38 weeks per year of provision.
- Parents may be eligible for an additional 15 hours of funding and need to apply for this and provide the relevant paperwork.
- Lunch Club – 11.40am – 12.20pm (40mins)
 - for an additional charge of £2.50 per day
 - packed lunch and drink to be provided by parent/carer
 - can be added on to either a morning or afternoon session

Sessions

- Morning Session – 8.40am to 11.40am (3 hours)
- Afternoon Session – 12.20pm to 15.20pm (3 hours)
- Lunch Club – 11.40am – 12.20pm (40mins)
- for an additional charge of £2.50 per day – packed lunch to be provided by the parent/carer.

Payment of fees for other absences

Children missing Nursery due to family holidays will have to pay for any sessions in excess of the 15hr sessions. If your child is absent due to illness, fees have to be paid.

Non-Payment of Fees/Top UP Provision

In the event of non-payment of fees the following steps will be taken:

- A written reminder from the Nursery Administrator will be sent to the parent/carer if fees have not been paid in advance of the month to which they apply.
- If fees remain unpaid by the deadline date given, the school reserves the right to exclude the child from Nursery until fees are paid in full. The Administrator will notify parents of this. (NB If a child is excluded from Nursery the place may be offered to another child and it may not be possible for the excluded child to return to Nursery for the same sessions).

The policies addressed are:

ADMISSIONS POLICY

SICKNESS/MEDICINE POLICY

FIRE DRILL PROCEDURE POLICY

HEALTH AND SAFETY POLICY

OUTINGS POLICY

ACCIDENT POLICY

EQUAL OPPORTUNITIES POLICY

PARENTAL INVOLVEMENT POLICY

SPECIAL NEEDS POLICY

COMPLAINTS PROCEDURE POLICY

SAFEGUARDING CHILDREN POLICY

WHISTLEBLOWING POLICY

BEHAVIOUR POLICY

FAILURE TO COLLECT A CHILD POLICY

MISSING CHILD POLICY

GENERAL DATA PROTECTION REGULATIONS

SOCIAL NETWORKING POLICY

MOBILE PHONE AND CAMERA POLICY

NAPPY CHANGING POLICY AND PROCEDURE

NURSERY FEES POLICY