**Poppets Pre-School / Pop In To Play**

**Health and Safety**

Poppets Pre-School and Pop In To Play meet in the basement of the Regent Centre premises. We are governed by the centre’s Health and Safety policy and are subject to both health and safety legislation and environmental health checks. Health and Safety (1974) at work information is displayed on the store cupboard door.

**All staff must adhere to its guidelines and have responsibility for the safety of themselves, colleagues and the children in their care.**

We maintain current public liability insurance.

**Health**

**Every effort is made to promote and maintain children’s health and well being.**

Your child’s personal hygiene and independence is supported as part of their personal and social development.

Small ‘accidents’ are dealt with discreetly and in privacy as is your child’s right, a change of clothing is always available. Staff use surgical gloves and disposable aprons when dealing with bodily fluids.

Anti bacterial gel is available for adult and child use.

Paper tissues are available within the children’s reach, they are encouraged to make use of them and dispose of used tissues in the bin provided.

Young children are monitored in the washing of their hands after they have used the toilet and before snack time, using anti bacterial soap and paper towels.

Parents/carers are asked to keep sick children at home and to inform the play leader if their child is absent due to an infectious illness. Out of consideration for others please do not send your child back to group until they are fully recovered.

Please allow 48 hours following the last instance of vomiting or diarrhoea.

Should your child be taken ill during the session, they will be given privacy and be constantly monitored by a staff member.

 Parents/guardians will be contacted in order that the child may recover at home.

Staff are not permitted to bring their own children to group if they are unwell.

UNCRC articles 3, 16 , 24

**Smoking**

No smoking is permitted within the Regent Centre. Neither will staff, visitors, parents or carers be permitted to smoke if accompanying Poppets / Pop In To Play children in our outside area.

UNCRC: Children have the right to clean air.

**Food and drink**

Poppets is NUT FREE

 We ask you to inform us of any food intolerances or allergies your child may have.

Children are actively involved in food preparation for their own consumption.

We advise them of and encourage them to follow food hygiene routines.

Our breakfasts, preschool snacks and after school club snacks are healthy balanced and nutritious.

Fresh drinking water is available at all times for children to access freely.

When packing lunch for your pre -school child please support our healthy eating ethos. Include healthy choices for your child and do not pack sweets, chocolate bars or fizzy drinks.

Staff involved in preparing food receive training in food hygiene.

UNCRC: Children have the right to healthy and nutritious food.

**Medicines and Illness**

If your child is on short term medication, please consider if they are sufficiently well to enjoy the session.

Medication of any sort, can only be administered to your child after current written authorization, and exact written details are given by the parent. Medicines/inhalers are kept out of the reach of the children, and only administered to the child for whom they are prescribed.

The administration of medication will be witnessed by an additional member of staff. All details are recorded in the medication book.

You will be asked to sign the book both to agree to our giving medication and to acknowledge the medication your child has received.

Should a child be taken ill during a session they will be taken to a quiet private area where they will be made comfortable continually monitored by a staff member. Parents will be contacted to collect their child.

It is not expected that a staff member would attend for work if unwell to minimise the risk of passing on infection.

UNCRC: Children have the right to healthcare

**Accident or Injury**

An appointed paediatric trained first aider will always be on duty.

 Our first aid box is checked regularly.

Should an accident occur, a trained first aider will evaluate the situation.

Minor cuts and abrasions are cleaned and where appropriate covered by a sterile dressing.

All accidents or incidents causing harm, however minor, are recorded as soon as is practicable and kept on your child’s file

 Parents/guardian are asked to sign this document when collecting their child, for our records and as acknowledgement of the injury, and care given.

**Serious accident / injury**

Should a serious injury occur an ambulance will be called whilst the trained first aider takes control of the situation. The child will be monitored continuously.

If a child has stopped breathing mouth to mouth resuscitation will commence immediately by the trained first aider.

Parent/ guardian will be contacted immediately. If the Parent/ guardian are unobtainable the manager or deputy will accompany the child to receive medical attention in line with parental written consent.

**Ofsted and local child protection agencies will be informed of any serious accident, injury or illness whilst a child is attending our setting.**

**Injuries at home**

We recognise accidents happen and children sustain minor injuries.

 Please make us aware by informing the play leader or your child’s key worker if your child has sustained an injury whilst in your care.

Injuries may be recorded as part of our safeguarding and wellbeing procedures.

UNCRC articles 3, 24

**Security**

Our entrance door can only be opened from the inside. We have a visual doorbell.

Our doors are monitored by a member of our staff at the start and finish of each session.

Children are not permitted to answer the door.

No pre- school child leaves the room without a verified adult accompanying them.

School aged children are not accompanied to the toilet facilities. We ask them to inform us that they are leaving the room.

An alarmed sensor is in situ by the internal door to the toilets. This alerts us if a child attempts to leave our room or a person attempts to enter.

Unknown persons will only be permitted to enter on showing identification, which will be verified. Their presence will then be recorded in the daily attendance log.

All visitors to our group sign our attendance log book. Visitors are accompanied by staff at all times.

**Should a child become lost whilst in our care the parent and police would be notified immediately and a search commence.**

**Collection**

Your child will not be permitted to leave our care with a person or persons either known or unknown to the staff or for whom we do not hold your written authorisation. Please advise your child’s key worker or the play leader either in person or by signed letter if this situation is likely to occur. In an emergency please telephone to give verbal authorisation.

If your child is going home with another child’s parent, please advise us at the beginning of the session or by telephone should plans change whilst your child is in our care.

Children who are collected from group before the natural conclusion of the session have an entry made in the attendance log to record their leaving.

**Pop In To Play**

We ask that Parents agree a confidential password recorded on their child’s registration form. This can then be used in the instance of collection of your child by person(s) unknown to staff.

UNCRC: Children have the right to be safe.

**Failure to collect your child**

Please make every effort to collect your child promptly as your late arrival may cause them anxiety. Should you be unavoidably detained please contact the group in order that we may inform and support your child. **01202 588950 landline**, **075 437 12658 group mobile.**

**077 611 26210** Lynn Newman

After a delay of 15 minutes having made every attempt to contact yourselves, we will then try to contact the persons named on your child’s registration form. This will continue to a maximum of 45 minutes after the close of session.

Should all attempts at contact fail, the play leader will seek advice from social services.

Should a child need to be transported for insurance purposes a taxi would be used to transport staff and child safely. All costs incurred would be payable by the parent concerned.

Further attempts at contacting named persons will continue. As a last resort Social Services will accept a child into their care.

**Evacuation of building**

Staff and children have regular emergency evacuation drills. These are recorded in order to monitor the effectiveness of our procedures.

All fire exits are clearly marked and free from obstruction. Fire extinguishers are located in the corridor.

Staff and students joining our group are shown the various escape routes as part of the induction process.

We liaise with the premises fire officer who carries out premises checks and gives advice, as well as the Regent Centre management team who regularly test the alarm system.

If a fire is detected the alarm will be raised. **The Manager or Deputy Manager** will assume responsibility for the safe evacuation of children and adults.

* Children to be assembled with a member of staff at the most appropriate exit.
* Head count of children and adults.
* Person in charge to allocate collection of register, medications and group mobile phone and if children unaccounted for to check toilets and store room
* Staff support children out of the building closing all fire doors where possible.
* Children led out of building to the allocated meeting point. Top grass area
* Second headcount to take place.
* Register to be called by person in charge. Staff responding for the children as required.

No one is permitted to re enter the building until the Designated Fire Officer declares it safe to do so.

If the evacuation is prolonged or near to the building children will be escorted to:

**Barrack Road Play Park Parents will be notified to collect their children if we are unable to re enter the building.**

**Suitable people**

All Poppets staff wear a logo Polo shirt for ease of identification.

Staff are subject to CRB or DBS checks. We follow safe recruitment procedures.

Students attending on a regular basis will also have DBS checks completed

Professional visitors to our group will have ID checked.

Students and visitors are always in the presence of a staff member.

Staff receive training in Safeguarding children, Inclusion, First aid and food hygiene.

Key Workers at Poppets are qualified or working towards qualifications to level 3 in a recognised Early Years Qualification.. New or bank staff members, students and regular volunteers receive support and training.

**Safety**

Every effort is made to provide and maintain a safe environment.

A visual health and safety check of premises and grounds are completed daily by session leader and repeated as required throughout the day.

Written risk assessments identifying hazards are in place, regularly reviewed and actively adhered to by staff.

A risk assessment will be written to highlight an area of concern, identified need, or additional support required.

Toys and equipment are regularly checked and cleaned, mended or discarded as appropriate.

Children are supported in using equipment in a safe manner and packing toys away carefully after use. Age appropriate furniture including child height storage units help children to achieve this aim.

Children using large scale physical play apparatus are monitored constantly, safety mats are used at all times.

Children are encouraged to take supported risks, to identify for themselves what is and isn’t safe and why.

Children are empowered to share their views and opinions, they learn how to keep safe, and that to say no with reason is their right.

Children are listened to. Their views inform our practice.

Children have the right to have their views listened to...

UNCRC articles 3, 12, 13,15.

**Camera**

We use photographs of children to record progress and WOW moments.

Photographs are taken using the Poppets I pad or samsung. They are downloaded to the Poppets password protected laptop and added to Tapestry learning journals. Then deleted from all our devices.

You will be asked to sign a Tapestry agreement document regarding on line learning journals.

We do not e mail photographs or display any printed photographs on wall displays in group. No photographs of children will be placed on our website.

Parents may choose to add a photograph of their child to our superhero notebook this will be shared with other families.

Parental agreement form includes a section on use of photographs.

**Mobile Phones**

The group mobile phone tel 07543 712658 is kept on at all times.

This mobile phone may be required to be used within the Poppets room, Poppets garden and when on outings.

Where possible calls to or from this number are taken away from the children. The exception would be where this would be detrimental to the children due to staff ratios.

 No phone is ever taken into areas where personal care is required.

All staff, students and visitors mobile phones must be placed into our phone basket on arrival.

We accept emergency phone calls may need to be made or received.

Due to the addition of cameras on mobile phones should a call be required staff, parents or visitors are asked to leave the playroom or play area.

**Use of Technology**

We recognise the use of Technology as part of learning and everyday practice..

All staff adhere to our e safety policy. Use of technology is monitored and training provided to ensure safe use.

Consequences for technology misuse are in place and will be actioned.

Learning Journal Accounts are password protected.

E safety lead practioners are Lisa Davis and Jo Newman

**Behaviour Management**

**“Kind Hands and Kind Words”**

We believe that children flourish in an ordered environment in which everyone knows what is expected of them.

Children have the right to play without being hurt or hindered by others.

All members of the staff team as well as volunteers helping at our group will be consistent in applying the group reminders for behaviours and ensuring that new children and their families are aware of them.

Adults will be a positive role model for the children in their care. They will show by example the positive benefits of caring, sharing, being friendly and courteous, they will not shout, raise their voice in anger, threaten or humiliate a child.

Staff recognise that children may display unwanted behaviours as a result of feeling anxious or insecure and need our support.

Children who display unacceptable behaviour will be supported quietly by an adult to realise this. Adult intervention will be immediate, appropriate and calm.

Recurring concerns will be recorded and monitored in order to provide the child with ongoing consistent support. Parents will always be involved in this process and asked to work together with staff to support their child.

Staff will physically intervene to move a child if they are in danger of harming themselves, others or property and all other attempts to resolve the situation have failed. Should this be required the child will be treated with respect and dignity, the minimum amount of physical handling used, and witnessed by another staff member. The child will then be allowed to calm in privacy supported by staff.

Staff actions will be recorded and reported to the Designated Safeguarding Lead in group and the parents of the child concerned, in privacy at the end of the session.

Positive behaviours will always receive staff praise, attention and be shared with parents.

At Poppets Pre-School and Pop In To Play all staff adhere to the Welfare Requirements.

**Lynn Newman will guide Behaviour Management at Poppets and Pop In To Play**.

Children have the right to play and learn in a safe environment.

UNCRC articles 3, 12, 15, 31.

**Equal Opportunities and Special Educational Needs**

**Equality of opportunity**

All adults at Poppets and Pop In To Play must comply with our policy regarding equal opportunities. Staff and volunteers receive training and support on these issues in order that our policy is implemented consistently.

All children and their families are welcomed and respected as individuals, we encourage children to celebrate difference, understand that they have rights as do their peers and adults caring for them.

Children shall all receive equality of care and opportunities regardless of; gender, race, culture, religion, beliefs, differing abilities or diagnosed special needs.

We welcome children and their families from overseas and both respect and enjoy the diversity of customs, language and culture that they bring to our group.

All staff and volunteers have regard to those legislations which affect our group implementing equal opportunities:

Disabled Persons Act 1958 1986: Race Relations Act 1876: Sex Discrimination Act 1986

Children Act 1989 2004: Equalities Act 2010

We undertake to provide a safe, secure and stimulating environment where each child can learn through play and practical opportunities with staff support.

We recognise children need individualised levels of support to access and enjoy the opportunities we provide.

**The ENCo for Poppets and Pop In To Play is: Lynn Newman**

**Special Educational Needs**

We welcome children with identified needs at Poppets but recognise our premises has limitations and may not be suitable for all children.

We will make every reasonable effort to adjust our environment, curriculum and working practice to support each child’s individual need and actively seek support from parents, carers and outside agencies to achieve our aim.

Subject to availability and parental permission funding may be requested for additional adult support.

**The Special Educational Needs co-ordinators (SENco) are:**

 **Lynn Newman & Becky Burge**

**Pop In To Play**

Please see above policy. We will liaise closely with yourselves and the school in order to meet your child’s individual needs to the best of our ability.

UNCRC articles 3, 23, 28, 29.

**Poppets Pre-School and Pop In To Play**

**Complaints Procedure**

We hope that parents/carers would always feel able to voice any concerns or anxieties to their child’s key worker or the play leader.

We believe that problems are best aired and sorted out quickly and amicably to the satisfaction of all concerned and for the welfare of the child.

All staff undertake to keep personal information confidential.

Time and privacy is assured, and every effort made to resolve the situation.

Should you feel that this has not been achieved then please put your concerns in writing using our complaints form and address this to Lynn Newman.

You will then be invited to attend a meeting involving all concerned parties.

It is hoped that concerns may be allayed at this stage and a working solution found.

Failure to meet with individual’s satisfaction would result in the matter being referred to a specially convened panel consisting of Director, play leader, key worker, parents and an independent expert, a representative from ‘Early Years and Child Development dept’, Childcare support officer. Lado or OFSTED (*being the recognised regulators*).

 Allegations made against a staff member would be referred to the LADO ( local Authority designated Officer) at Christchurch Social Services.

Ofsted Contact no. complaints 0300 123 1231

We aim to always work for the best interest of the child. Should you feel this has been compromised please follow our complaints procedure. You will be supported in this process.

**Promoting British Values**

British values are embedded in the Early Years Foundation Stage on which our working practice is based.

 In practice this means:

Democracy:

We make decisions together because everyone’s views are important, we encourage children to value each others’ ideas and opinions, develop skills in turn taking and to work as a team We talk about how we feel when things go well or not to our expectations and how we can deal with those feelings.

Rule of law:

Adults help children to understand that rules matter and to distinguish right from wrong. We work together to decide the rules for our group asking children to comply with what they have agreed. For example gentle hands, kind words and everyone helps to tidy away the toys.

Individual liberty:

 Adults support children to develop their self confidence and increase their confidence in their own abilities through supported risk taking, decision making, taking responsibility and respecting others for their differences and opinions in order that we all learn from each other.

Mutual respect and tolerance.

Poppets is a rights respecting preschool. Adults support children to think of others, to share toys and equipment and treat others with respect. We use stories to encourage children to celebrate diversity in our group and wider community giving children the opportunity to question and have those questions heard and answered.

**The Prevent Duty**

The Early Years Foundation Stage places a very clear duty on all providers to keep children safe, promote their welfare be alert to any safeguarding and child protection issues in the child’s life and to take action to protect them from harm.

Our practice is guided by legislation, through keeping our training updated and the guidance of the professionals at the Dorset Safeguarding Children’s Board.

Where staff have concerns regarding a child or family we will seek advice on how best to proceed.

**Data Protection**

**All families data is kept in a locked filing cabinet**

We have legal obligations to provide early years census data

**Please see our Privacy document. for additional information.**

Reviewed September 2019