

# An Insight into our Policies

As a registered Early Years setting, we have a number of policies and procedures that closely mirror those found in all Nurseries throughout Lincolnshire. These cover numerous subjects including Behaviour, Health & Safety and Equal Opportunities. The policies and procedures form the basis of our approach to care, education and safety of all children on our register and are therefore strictly adhered to. We therefore encourage ALL parents to take the time to read and familiarise themselves with them when their child first commences Nursery

## Religion

Our aim is to show respectful awareness of all the major events in the lives of the children and their families in our setting as well as in our society as a whole, and to welcome the diverse backgrounds from which they come. In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and the wider world and/or by the families involved with us. Children will be made aware of the many festivals celebrated by many cultures and will be introduced appropriately to the stories behind them. Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve as part of our diverse society and the diversity of life. We seek advice from people familiar with particular festivals, (or the World Wide Web) when required.

## Behaviour Management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop, play and explore without fear of being hurt or hindered by anyone else. We aim to encourage children to develop self discipline, cooperation, collaboration and self esteem in an atmosphere of mutual respect. Parents and carers will be informed of any behavioural issues sensitively by the Manager and/or key person when it is deemed appropriate. This will be when an injury has occurred to any child involved, or when behavioural issues are recurring. All adults within the setting provide positive role models for the children by showing care and courtesy. Our staff will praise and endorse desirable behaviour and ensure that children do not only receive attention for undesirable behaviour. All behavioural problems will be handled in a developmentally appropriate manner, taking into account individual children's level of maturity, ability and understanding. Our full behaviour management policy can be found in our policies and procedures.

**Camera and Mobile Phone Policy** Children are only photographed with the consent of parents/carers. Written permission is obtained when a child joins the Nursery and the level of consent, including where the images may be used (eg personal records only, personal records and website) Management are responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent. Children featured on the website will not be named.

In light of recent revised EYFS welfare requirements and also the recent events in regard to safeguarding children and the use of mobile telephones within the setting. Limes Play and Learn have put a rigid policy into place that ALL staff, visitors and students must adhere to. Please see the full policy in our folder!

**Alcohol and Drugs** ANYONE who is believed to be under the influence of alcohol or illegal drugs will be asked to leave immediately.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal substances when they drop off or collect their child, they have a duty of care to inform the manager immediately. It will be the responsibility of the manager to decide upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount. Staff will take into account and make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of alcohol or illegal substances. Where an illegal act is suspected to have taken place, the police will be called. It is also in our Duty of Care to report such cases to the Lincolnshire Safeguarding Board

If a child is found in the possession of illegal drugs on the premises the drug will be confiscated and their parents/carers will be notified immediately and requested to collect at the earliest opportunity.

The Policy and Procedure Handbook can be found in the Office and whilst this file may not be removed from the premises, Staff members will be happy to provide any copies you may require.



# Keeping Our Children Safe!

Limes Play and Learn have a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary to help families in difficulty. We recognise that child abuse can take many forms such as emotional abuse, physical abuse, sexual abuse and neglect. Any suspicion of abuse is promptly and appropriately responded to.

Limes Play and Learn are committed to provide an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and will work within the guidelines laid down by the Local Safeguarding Children Board and current government guidance. 'what to do if you are worried a child is being abused- guidance' (DCSF publication)

## Qualified Staff

Limes Play and learn have a dedicated team that are trained to keep your children safe.

Both **Kathryn Axton** and **Rosie Steels** are both trained to Level 2 in Safeguarding and this is updated every 5 years!

All members of staff/volunteers have up to date enhanced DBS checks.

## Existing Injuries

If a child arrives at Nursery with an injury it is expected that you will tell us about it. It is normal practice to ask you in any event, especially as most childhood injuries are a normal part of growing up. It is important that we communicate openly about this. We are required to fill in an existing injury form. This is standard procedure to protect both yourself and the nursery.

## Our Duty

### Confidentiality -

### Nothing ABOUT me... WITHOUT me

- All staff will be aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated named persons (**Kathryn Axton** and **Linda Humphreys**).
- If any staff member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire Safeguarding Children Board customer services unit or the Police without affecting their terms of employment.
- Staff members also have the right to share concerns directly with the Lincolnshire Safeguarding Children Board customer services centre (Tel. 01522 782111) or the police if they feel this is appropriate
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
- Records will be kept as appropriate.
- Whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. All suspicions will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children's Board will be followed.

All parents need to read then sign the safeguarding policy and procedure.  
(Please see, Safeguarding Policy and Procedure)

### Complaints Procedure

Limes Play and Learn is committed to providing a safe, stimulating environment ensuring a consistent and accessible service that meets the needs of the children and families attending. We welcome suggestions on how to improve our setting and we will give prompt and serious attention to any concerns about the running of the nursery. It is the hope of Limes Play and Learn that all concerns will reach a satisfactory conclusion for all concerned.

Any concerns should first be discussed with the Owner/Manager who will try to resolve any issues in an informal manner. If you are not satisfied with the outcome then you may wish to put the complaint in writing. All complaints will be investigated thoroughly and solutions will be sought. If you feel the complaint has remained unresolved or the outcome is unsatisfactory, the parent/carer should write to Ofsted detailing the issues.

**OFSTED**  
**Piccadilly Gate**  
**Store Street**  
**Manchester**  
**M1 2WD**

**Telephone: 0300 123 1231**