



Policies & Procedures

At *Little Beans* we have Policies and Procedures to enable us to be a high-quality provision that is compliant with the statutory framework for the EYFS. The benefit of the policies and procedures enable consistency in the setting and all parents/carers and staff are aware of what we have in place to make this happen. A copy of these Policies and Procedures can be found in a folder at *Little Beans* so that anyone can refer to them at any time. There are also copies on the parent's notice board, so parents/carers feel free to take a copy at any time.

Safeguarding
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Health and safety
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Prevent Duty
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Hot Drinks
Tapestry

These policies and procedures were originally written in September 2014 and will be reviewed annually in September or sooner if required.

Policy and Procedures updates and reviews

At *Little Beans* our safeguarding policy will be updated annually as a minimum or additional if there are any changes that need to be implemented due to situations arising, or to updates that we need to comply with.

Policy amended	Changes	Date	Signed by all staff
NEW Manual Handling Policy		04/01/18	
Staff supervision	Amended to correct manager name and time periods for supervisions and peer obs.	04/01/18	
Working with Parents – Late collection	Details of late collection policy and procedure.	04/01/18	
NEW Hot Drinks policy		13/02/18	
NEW Lone working		9/04/2018	
Whistleblowing, lone working, illness and infectious diseases, staffing and Prevent duty	Name updates	30/09/2018	
Tapestry Policy - NEW	New policy	03/10/2018	

Safeguarding – Policy and Procedure

Meeting the Statutory framework for the early years foundation stage (the safeguarding and welfare requirements 2014) working together to safeguard children 2015

Safeguarding children: The Children’s Act 1989 and the early year’s foundation stage state that “the registered person must comply with the local child protection procedures approved by the local safeguarding children’s boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practise”.

Safeguarding and promoting children’s welfare: The welfare requirements within the statutory framework for the early years foundation stage require providers to take the necessary steps to safeguard and promote the welfare of the children in their care. In particular they are required to implement an effective safeguarding children’s policy. The providers must ensure that any one working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet “what to do if you are worried a child is being abused” produced by the department for children, schools and families (DCFS).

The Childcare Act 2004 and Working together to safeguard children 2006 place a statutory responsibility that as a childcare provider, manager, or member of staff in a day care setting, you are in a unique position to observe any changes in a child’s behaviour or appearance. If there are any reason to suspect that a child in your care is being abused or neglected or is likely to be abused you must take action on behalf of the child, and contact an agency that has a ‘duty’ to make enquiries.

Policy statement: Safeguarding children

At *Little Beans* it is our responsibility and a legal requirement to protect the children in our care. The children’s safety is paramount and will stay our focus always. All adults who come into contact with children have a duty of care to safeguard and promote their welfare if we have any concerns, we will report it following the Local Safe Guarding children’s board procedures (Poole). The relevant local procedures are on the LSCB website, on file at *Little Beans* and available on request.

We understand at *Little Beans* that the four areas of abuse are Physical, Emotional, Neglect and Sexual (PENS) below are the definitions.

Physical abuse which may involve hitting, throwing, burning or scalding and other actions that cause physical harm to a child. Failing to protect a child from that harm is also classed as Physical abuse.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child’s emotional development.

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs. Signs of neglect may involve - parents and carer

failing to provide adequate food, water and shelter. Not washing the child and dressing them in dirty clothes and failing to access medical care or treatment for the child if needed.

Sexual abuse involves forcing a child or young person to take part in sexual activities this may be physical contact including both penetrative or non- penetrative.

At *Little Beans* We have the responsibility to observe, record and pass on information but not to investigate. We must notify Ofsted of any allegations of abuse that are alleged to have taken place whilst the child is in the care at *Little Beans*

Domestic abuse. Living in a home where there is domestic abuse is harmful and it can have a serious impact on a Childs behaviour and wellbeing. A child who witnesses domestic abuse may display some unusual behaviour such as: being withdrawn, being anxious and clingy, being aggressive and having a sudden change in their behaviour. If a child witnesses domestic abuse it is recognised as "significant harm "in law.

FGM (female genital mutilation)

FGM is the procedure involving partial or total removal or injury of a female's genital organs for non-medical reasons. Under the Female Genital Mutilation Act 2003 it is an illegal offence in England, wales and Northern Ireland for anyone regardless of their nationality and residence status (please refer to British values) to perform FGM in the UK, to assist in the carrying out of FGM .or to assist FGM being carried out on a UK resident outside the UK FGM is not supported by any religious obligation. Staff are vigilant and if we suspect that FGM has or will take place then we will follow our safe guarding procedure and make a referral and contact the relevant agencies.

Procedure

At *Little Beans* the 'designated safeguarding lead' (DSL) is Lauren Hixson who will take the lead responsibility for safeguarding children within the setting, liaising with local authority, children's services and any other agencies and integrated services and Ofsted where appropriate. Lauren has been on the Safeguarding Children – Foundation Child Protection Course and will update the safeguarding course every 2 years, attend the safeguarding forums and keep up to date with all the safeguarding updates and with child protection legislations enabling Lauren to identify, understand and respond appropriately to signs of possible abuse and neglect.

All Staff will be briefed in safeguarding as part of their induction along with reading the safeguarding policy and procedure to enable them to identify, understand and respond apriority to signs of possible abuse and neglect at the earliest opportunity. At *Little Beans* everyone has a responsibility and a role to play in safeguarding the children (please refer to our whistleblowing policy) staff members can seek support from the DSL and DDSL (Deputy Designated Safeguarding Leads) at all times All staff will be safeguard trained and will be updated every 3 years.

Management is to make sure that all staff know the safeguarding policies and procedures and are implemented by all staff. Management is to feedback information to the team, so everyone is up to date with the latest safeguarding information and updates and to share responsibilities to staff relating to safeguarding. Management will provide support, advice and guidance to all staff and team members on an ongoing basis and ensure there are the appropriate recourses to do so, ensuring all staff understand the recording and reporting systems and processes that are in place and know what to do if they are worried about a child.

In the absence of the DSL the "Deputy designated safeguarding leads" (DDSL) Amy Beech, Emma Bascombe and Sebrina Drew at *Little Beans* will fulfil this role. Emma, Amy and Sebrina have been on the Safeguarding Children – Foundation Child Protection Course and will update the safeguarding course every 3 years, attend the safeguarding forums and keep up to date with all the safeguarding updates and with child protection legislations enabling them to identify, understand and respond appropriately to signs of possible abuse and neglect.

At *Little Beans* we have copies and are familiar with, the local safeguarding children's board procedure. We keep up to date with the latest versions of the relevant procedures or any documents that may replace them in the future. We do this by attending regular courses, training, forums and networking and reading the borough bulletins and publications. We have copies of the relevant booklets and guidance on safeguarding and understand them.

If we are concerned about a child's welfare, we will contact the local authority, social care, the NSPCC, Morton Michel (our insurers) or other relevant support for advice, confidentiality will be assured only when it is clear that there is no risk or harm to a child.

Child protection concerns that could identify a child are kept confidential and only shared with people who need to know this information.

We at *Little Beans* have signed up to LCSB compact, the Dorset overarching information sharing protocol, DV1 alerts and MARAC the multi-agency risk assessment conference. Parents must notify the staff or their child's key person at *Little Beans* of any concerns they have about their child and any accidents, incidents or injuries affecting the child which will be recorded. We pride ourselves at *Little Beans* on working together with parents to make sure that their child's care is consistent- please refer to our working with parent's policy.

At *Little Beans* we make sure that nobody including staff/ parents/guardian or visitors use their personal phones, cameras, 'I watch' or video cameras in the setting where children are present. This is to protect the children from misuse of these devices and staff from being at risk of accusation or

allegation against them – please refer to the *Little Beans* phones, cameras and video policy.

If a child is not independently mobile and is present with bruising, bleeding, swelling, reduction in movement of a limb or otherwise suspicious marks or injuries (burns or scalds) we must follow the non-mobile protocol and refer to both paediatrics and children's social services.

If we notice:

- Significant changes in children's behaviour
- Unexpected bruising or marks or possible signs of abuse or neglect
- Any comments made which give us cause for concern
- Deterioration in children's general well-being which causes concern
- Any reason to suspect neglect or abuse outside *Little Beans* i.e. in the Child's home or a family member's home.

Little Beans will implement the Local Safeguarding Children's Board procedures without delay to minimise any risk to the child. Social services duty desk immediately, if it is known that a child is at risk or harm we will follow it up with a letter within 48 hours. We will keep a factual record of any concerns which will be recorded on an Incident of Concern Form on the day of the incident which will be dated and signed. We will ask the parents/guardians for an explanation providing it wouldn't put the child at risk.

The Statutory Requirements for providers in England require that we let Ofsted know of any concerns, allegations of serious harm or abuse that we have reported without delay and any actions taken in respect of the allegations as soon as reasonably practicable but at the latest of 14 days of the allegations being made.

If a child tells us that they or another child is being abused I will use TED (Tell, explain and describe) in order to establish the child's story. If further clarification is needed, we will use open questions such as what? when? who? How? And where? making no suggestions of a response. A child may also seek to disclose and share their experiences through drawings, writing and play.

We will make sure that we:

- Show that we have heard what they are saying, and that I take their allegation seriously
- Encourage the child to talk, but we will not prompt or ask them leading questions. We will not interrupt a child whilst they are recalling significant events and we will not make a child repeat their account.
- Explain what action must be taken now, in a way that is appropriate to the age and understanding of the child.
- Write down what you have been told using exact words where possible.

- Write down any TED or open questions that were asked to the child
- Record the date, time, place and people who were present at the discussion
- Report any concerns immediately to the duty social worker who has the experience and responsibilities to assess the situation.
- Any handwritten notes will be securely attached to the incident of concern form and will be given to social care and the police within 48 hours.
- All disclosures will be immediately shared with the DSL or DDSL.

In all instances notes and reports and disclosures must contain the following information:

- The Child's full name, date of birth and address
- The date and time of the incident/disclosure
- The date and time of the record being made (including the year)
- Factual details of the concern, for example bruising, what the child said, who was present.
- A note of any other people who were involved e.g. as witnesses.
- Location of where the incident took place
- Details of any previous concerns
- Any links to other information relating to concerns we may have such as attendance patterns, accident records, development/health concerns
- Details of any explanations from the parents.
- Any action taken and future plans (monitor and review)
- If any other agencies were informed
- All notes and reports must have the printed name and signature and job title of the person making the record.
- Source of information
- Links to other information of concern – e.g. attendance patterns, accident and incident records.

All Concerns and incidents will be shared with parents and carers unless to do so would put the child at risk of further harm.

All records, records of safeguarding and copies of any referrals will be kept in locked confidential filing cabinets in the office at *Little Beans* and only accessible by the DSL and the DDSL leads.

It is not *Little Beans* responsibility to attempt to investigate the situation.

Contact	Telephone numbers
Local social care office	01202 735046
Local social care - Out of hours service	01202 657279
Referral, Information & advice HUB	01202 735046
Dorset Police – emergency	999

Dorset police - Non-emergency	01202 222222
Ofsted	03001231231
Local Early Years Team	01202 262274
NSPCC child protection helpline	08088005000
Morton Michelle – advice line	08452570117
Local authority designated officer for safeguarding (LADO)	01202 714677
	0777988352

Policy statement: Suitable people

At *Little Beans* the children’s safety is paramount. We ensure that everyone who works directly with children and works on the premises at *Little Beans* is suitable to do so and is able to fulfil their requirements of their job roles.

The Director Sebrina Drew has attended the relevant safer recruitment training.

Procedure

We ensure that an interview is taken place and job role described which sets out job roles and responsibilities. Once this has been confirmed we will take the following checks before someone can start working at *Little Beans*:-

- Two references – references will be sought and checked as evidence of the suitability for the job role.
- DBS checks are completed
- They will also be required to sign up to the DBS live update service.
- An introduction – Including all the policies and procedures to be read and understood and implemented
- Risk assessments gone through and understood.

Little Beans staff must disclose any convictions, cautions, court orders reprimands and warnings that may affect their suitability to work with children before and during their employment this is clearly stated and highlighted during staff supervisions. *Little Beans* will not allow anyone to be unsupervised or have unsupervised contact with children if they have not their suitability checked including through a criminal record check.

We will record information about staff qualifications and the identity checks and vetting processes that have been completed. *Little Beans* will make a referral to the disclosure and barring service where a member of staff is dismissed or left because they have harmed a child or put a child at risk of harm to meet our responsibilities as providers under the safeguarding Vulnerable Group Act 2006.

Policy for dealing with - Allegations against a member of staff

An allegation of abuse of children by those who work with children must be taken seriously. Allegations against any person who works with children can cover a wide range of circumstances.

“It is important that all adults working with children understand the nature of their work and the responsibility. They are in a position of trust. This practice guidance provides clear advice on appropriate and safe behaviour when working with children (Please refer to “Guidance for safer working practice for Adults who work with children and young people”)

This procedure should be applied where there is such an allegation or concern that a person who has worked with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm if they work regularly or closely with children.

These behaviours should be considered in the contexts of the 4 categories of abuse - physical, sexual, emotional and neglectful.

It is essential that any allegations of abuse made against a member of staff, students on placement or volunteers in our setting are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of allegation. The procedures outlined in this policy will be followed alongside the complaints procedure and child protection policy.

Procedures

At *Little Beans* we ensure that all parents/guardians know how to complain about the behaviour or actions of staff or volunteers within *Little Beans* or anyone working at the premises of *Little Beans* which may include an allegation of abuse. Please see our complaints procedure.

In the event of an allegation or concern made at *Little Beans* against a member of staff they should report this to the ‘designated safeguarding lead’ (DSL). In the event of an allegation against Lauren Hixson or in her absence, allegations or concerns should be reported to Sebrina Drew who will follow the policy and procedure.

At *Little Beans* we will follow the guidance of the local safeguarding children’s board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises occupied by *Little Beans* has abused a child.

We respond to any disclosure by children, staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises

occupied *Little Beans*, may have taken, or is taking place, by first recording the details of any such alleged incident.

Little Beans will refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken and are aware it is an offence not to do so. Ofsted should be invited to take part in any subsequent strategy/meetings/discussion.

Little Beans will maintain confidentiality whilst an allegation is being investigated or considered. Apart from keeping the child, parents and accused person up to date with progress of the case, (where this would not risk the child further) information should be restricted to those who have a need to know to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

Little Beans will also contact the Local Authority Designated Officer for Safeguarding (LADO), John McLaughlin within one day and his contact details are 01202 714677.

Little Beans will co- operate entirely with any investigations carried out by children's social care in conjunction with the police. *Little Beans* will seek advice from the LADO, the police, and/or children's service about how much information should be disclosed to the accused person. Depending on restrictions on the information that can be shared, the employer should, as soon as possible inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome. The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- Be kept informed of the progress and outcomes of any investigation and the implications for any disciplinary or related process;
- If suspended, be kept up to date about events in the work place;

Where the *Little Beans* management team work with the children's social care and agree it is appropriate in the circumstances, the proprietor will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. 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.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children and vulnerable adults, we will notify the independent safeguarding authority (ISA) of relevant information (when in place) so that individuals who pose a threat to children (and vulnerable groups) can be identified

and barred from working with these groups. In addition, we will inform our LADO, Social and Childcare Officer.

Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having it shared.

Staff who have had a meeting, read, understood and going to implement the Safeguarding policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Whistle blowing policy

At *Little Beans* the children’s safety is paramount. All staff take the necessary steps to safeguard and promote the welfare of the children in the setting. All staff have the correct training to ensure that they have the knowledge and understanding of how to deal with all aspects of safeguarding issues. All staff must feel confident and able to share any concerns regarding any of the children in their care, with parents/guardians or any other members of staff. At *Little Beans* we have an “open door” ethos and staff should feel they can voice their concerns at any time whether that is in a private and confident form or an ongoing open form of in and around the setting. All staff should be able to feel free to discuss any matters with senior members of staff at any time.

At *Little Beans* all adults working within the setting should be observant always to ensure that the highest standards of care are delivered to all the children always. We expect all our colleagues, both internal and external to be professional always and the welfare and safety of every child to be paramount. If there is an occasion where this is not the case, then it is vital that all team members talk through any concerns they may have with either Lauren Hixson or in her absence then speak to Amy Beech or Sebrina Drew at the earliest opportunity to enable issues to be dealt with quickly and as effectively as possible.

If you feel that you have followed the procedures and they were not dealt with accordingly or you were not listened to or the correct procedures were not followed, then you have a duty to report unacceptable behaviour to the relevant authorities.

In our roles as childcare providers, we have a duty to report unacceptable behaviour to the relevant authorities:

This could be: -

- individuals we work with staff/managers/ volunteers
- other child care workers
- outside agencies and integrated services
- childminders
- other professionals who work with children

It will be necessary to report when certain behaviour is:

- Detrimental to children
- Has placed a child at risk
- Is inappropriate makes us feel uncomfortable and raises cause for concern.
- Has caused actual harm to them
- Is illegal

In these situations, we may be required to contact:

- The police
- The social worker services
- Childcare officer
- Ofsted
- Any other relevant body

Disclosure of information (the act of process of revealing or uncovering information)

If at any point a person becomes aware of information or happenings that you may reasonably believe to show one or more of the following, you have a duty to report to the relevant authorities:

- That a criminal offence has been is being or is likely to be committed
- That a person has failed, is failing or is likely to fail to comply with any obligation which they are subject to i.e. the EYFS, the statutory framework, the *Little Beans* policies and procedures or Ofsted.
- That a miscarriage of justice has occurred is occurring or is likely to occur.
- That the health and safety of any individual has been, is likely to be endangered
- Or any information is being or is likely to be deliberately concealed

Then you can contact Ofsted in one of these three ways:

- Call on 03001231231 or 03001234666 (Monday to Friday 8.00-6.00pm)
- Email at whistleblowing@ofsted.gov.uk

- Write at:

WBHL
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

By registering a formal complaint with OFSTED an Officer in most cases will be sent to the Nursery to carry out a further investigation. If applicable, a report would then be sent with action points.

Staff who have had a meeting, read, understood and going to implement the whistleblowing policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Lone working

Little Beans understands that lone working takes place during school pick up and drop offs, as well as on site. There will always be a minimum of two staff on site when the setting is open, but qualified L3 staff can lone work. This policy is designed to alert staff and parents to the risks presented by lone working, to identify the responsibilities each person has in this situation to minimise risks.

Definition of lone working - *Little Beans* understands lone workers to be those who work without close or direct supervision from another member of staff for any period. Staff that are lone working must be able to be seen or heard by another member of staff. The use of baby monitors can also be used so that staff can call for assistance easier should they require it. Lone working will only happen when it is safe to do so. Staff are responsible for risk assessing each situation themselves, if they feel it is not safe then they must call for backup.

Little Beans recognise that L3 qualified staff working alone in potentially isolate conditions have no immediate support from other so are at greater risk of accusations or injury through aggression or violence directed towards them from children.

Lone working takes place at *Little Beans* during school drop off and pickups, we ensure that it is always a staff member who is competent in their role, L2 qualified and who is aware of risks and hazards. Every member of staff is first aid trained in the event of an incident and holds an up to date DBS to ensure the safety of the children is paramount. Only L3 qualified or

higher can lone work on site, unqualified staff are still not to be left alone with the children. Competent L2 children can be with the children if they can be seen and heard clearly by a qualified L3 at all times. For example, at Fernside a L3 can be in the conservatory and a L2 can be outside in the main garden.

If any incidents occur during lone working then the Manager and DSL, Lauren Hixson or Amy Beech or Emma Bascombe must be informed or in her absence follow the safeguarding contingency plan.

It is Lauren Hixson's responsibility as the Manager to ensure that the lone working policy is monitored and updated annually or before if needed.

Intimate care policy

To protect everyone at *Little Beans* this is an intimate care policy to make everyone aware of how intimate care will be managed for their child.

All children at *Little Beans* will be treated as an individual with dignity and respect and ensure your child's privacy-appropriate to your child's age development and situation. We recognise the importance of privacy and discretion in dealing with intimate care, whether dealing with routine nappy changes, toileting accidents, dressing and undressing washing including intimate parts, helping someone use the toilet, or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

To protect both staff and children at *Little Beans* a written policy to make parents and staff aware of how intimate care will be managed for their child and the children at *Little Beans*. All Staff at *Little Beans* will:

- Have up to date DBS checks
- Are to treat children with dignity and respect and ensure your child's privacy- appropriate to age and situation
- Encourage children to be as independent and involved as possible in their own intimate care.
- Encouraged children to do things independently if they can do so
- Let all children help if they wish to do so
- Be responsive to all children's responses, reactions and voices.
- Make sure that intimate care is consistent as possible
- Encourage children to know and talk about their own bodies and why we do things to keep ourselves clean and hygienic and why it is important to teach ourselves self-care.
- Ask children if it is 'ok to do it this way?' or how 'mummy does it?'
- Encourage your child to have a positive image of their own body

At *Little Beans* we incorporate the theme of pants(NSPCC) during circle time topics (**P**rivates are private, **A**lways remember your body belongs to you, **N**o means no , **T**alk about secrets that upset you and **s**peak up , someone can help you) To support the children's understanding of their body and to

encourage the children to have a voice and to say No if they do not like something.

Babies will have their nappies changed as regularly as you like and need and straight away when soiled. We provide a clean disinfected changing mat on a nappy changing area away from other children and visitors. Nappies are always put in two nappy sacks and disposed of in the outside bin as soon as possible. Gloves and aprons are always worn when dealing with intimate care such as nappy changes and will be changed immediately after each child's intimate care.

Staff who have had a meeting, read, understood and going to implement the intimate care policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Phones Cameras and Video recording Policy

Policy statement: phones cameras and video recorders

We take the necessary steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, camera and video recording within our setting.

Procedures

Personal mobile phones

At *Little Beans* we have a strict no mobile phones or I watch policy except only in the office during lunch breaks.

Personal mobile phones and I watches belonging to members of staff are never used on the Nursery floor. At the beginning of each day personal mobile phones and I watches are stored in the designated box on the shelf at our setting.

In the event of an emergency, personal mobile phones may be used away from the children with permission.

We do not use our personal mobile phones for taking photos of children at any time. Parents and visitors are requested not to use their mobile

phones or I watch whilst in the setting. Parents and visitors are asked to use their mobile phones outside the setting. We have signs in the entrance which highlight this message.

We kindly ask our ST Marys before school and after school club parents/guardians to make sure that their child does not have mobile phone or I watch on them when attending at Little Beans. However if a parent /Guardian informs us in advance and the reason why it is deemed suitable then when they arrive at Little Beans the child's phone/ I watch will be labelled and put in our secure phone box in the office. It will be returned to their parent/ guardian who collects them after the end of their session at Little Beans.

Cameras and videos

At *Little Beans* we will not use our own personal cameras or videos recorders. Photographs and recordings of children are only taken on the nursery's camera and for a specific reason, i.e. to record their leaning and development, or for displays within the setting.

Photographs or recording of the children are only taking on the equipment belonging to the setting. Camera and video use is monitored. Photographs and recording of children are only taken of children if there is written permission to do so.

Staff who have read understood and going to implement the Phones cameras and video recorders policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Collecting your Child Policy

Policy statement:

At *Little Beans* every child's safety is our priority. In an ideal world parents/ carer would always pick up their own children. However, we know that is not always practical in our busy society. In order that there is no confusion for staff as to know who to expect to collect your child we require your cooperation in following the procedure below.

Procedures

1. Tell a member of staff on the morning of the collection if not in advance, e.g. "Nanny will pick up Child A next Tuesday." The member of staff will pass this on to the Manager/ Deputy Manager.
2. Staff will ask if this person has collected your child from *Little Beans* before and is known by face by the staff (if not one of the named people for collection from your child's prospectus).
3. If unfamiliar to the Staff team, you will be requested to pass on to them your password (should be written in prospectus when registering). If password has been forgotten staff can remind parents/ carers or log a new password.
4. At the end of your child's session the new person collecting your child will be required to give the correct password before entering the building to collect your child.
5. At no time will we let a child leave *Little Beans* with an unidentified/ unfamiliar adult. This is in your child's best interests and safety. Please cooperate with us by following this procedure and ensuring you pass on the correct password.

Staff who have read understood and going to implement the Collecting your Child policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Confidentiality, Data protection, Record keeping and complaints handling- policy and procedure

Policy Statement: Complaints handling

The early year's foundation stage requires all providers to keep a record of complaints received and their outcomes.

At *Little Beans* we pride ourselves as a team on offering a first-class service to the local community. We work in partnership with parents and families so that all children's needs are met, and they are able to feel secure and flourish from strong foundations. We have an 'open door' ethos at *Little Beans*

and feel that by working closely with you as parents/carers to enable us to have strong working partnerships that if there was a problem that arose that all parents/carers would feel they could approach any member of staff at any time. We would then rectify anything that has been discussed immediately.

Procedure

If you are making a complaint please specify this to the member of staff you are speaking to, if you have concerns and questions that require information and reassurance this is not a complaint.

If you felt like a complaint to Staff has not been sufficient then you would need to complain to the Manager or in her absence The Deputy Manager, or Director Sebrina Drew. If you feel that your complaint has not been appropriately dealt with you may also put a complaint in writing – All written complaints will be dealt with within 28 days of having received the complaint and notify the complainant of the investigation outcomes. Depending on the nature of the complaint *Little Beans* will investigate the complaint ourselves or pass it on to Ofsted to investigate.

If you feel that the complaint is too serious to speak to *Little Beans* about, that *Little Beans* is not meeting the EYFS Statutory requirements or you have followed the above procedure and are still not happy with the investigation outcome then Contact Ofsted.

Ofsted contact number 03001234666

Ofsted by post: Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2wd

Little Beans will keep a record of all complaints and their outcomes.

Confidentiality, Data Protection and Record Keeping

The welfare requirements set out to ensure the safe and efficient management of the setting and to help ensure that the needs of all children are met that providers must maintain Records and share information with parents, carers, other professionals working with children, the police, social services and Ofsted.

Records must be easily accessible and available. Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.

When a child first starts at *Little Beans* parents and carers will complete our prospectus where they are asked to read and to sign to give permission for us to share relevant information regarding their child with other agencies e.g. – health visitor.

All information at *Little Beans* on children, families and any one working at *Little Beans* is kept securely and treated in confidence. Information will only be shared if the parents/carers and co-workers give their permission unless there is a Safeguarding issue where to not share information would

cause harm or put someone at risk – please see our Safeguarding policy. All details will be kept confidential and records are kept secure. The details are easily accessible if any information's required for inspection by Ofsted in England. Parents/carers have the right to inspect all records about their child at any time.

At *Little Beans* we ensure that staffs do not discuss personal information given by parents/carers to other members of staff only for planning for child's needs.

At *Little Beans* we ensure that confidentiality is discussed, and staffs are aware of the importance of confidentiality at staff induction.

At *Little Beans* our certificate of registration is displayed and available for all parents to see on the notice board.

At *Little Beans* we are aware of our responsibilities and adhere to the Data Protection Act (DPA) 1998 and the Freedom of information Act 2000, and the Data protection Act 2018 (DPA) 2018.

At *Little Beans* we ensure that all staff knows the need to protect the privacy of the children in their care as well as the legal requirements set out to ensure that information relating to the child is handled in a way that ensures confidentiality. All staff all know the importance of confidentiality.

At *Little Beans* there is a private place where staff/ parents/carers and other professionals can go to talk in confidence.

At *Little Beans* We maintain records and ensures that information is shared. All records will be kept securely and safely in locked filing cabinets in the office upstairs.

At *Little Beans* we maintain a record of parents/carers details and emergency contact details of the child's GP and appropriate signed consent forms.

If a child at *Little Beans* is identified as a child in need (section 17 of the Children's Act 1989) we will with the appropriate permission, give appropriate information to referring agencies.

We at *Little Beans* expect parents/carers to inform us of any changes in the child's home, circumstances, care arrangements or any other change which may affect the child's behaviour such as a new baby, parent's separation, divorce, new partner or bereavement.

At *Little Beans* all significant incidents are recorded on an accident or incident form and will be shared and discussed with parents so that together we can work to resolve any issues

As a provider *Little Beans* must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in our care and any action we may have taken within 14 days of an incident occurring.

If *Little Beans* needs support or advice regarding a serious illness or incident involving a child in our care, we may contact Morton Michel our insurance company who will log information regarding the incident about their safeguarding policy. A Morton Michelle designated officer will be assigned to our case and all the information given to them will be kept confidential unless there appears to be a child protection issue which will be reported accordingly – please see our safeguarding policy.

If at *Little Beans*, there is an accident or incident involving a child in our care and may result in an insurance claim we will contact our public liability insurance provider to discuss the case and be allocated a claim number. This may involve discussing details of the child in our care with a third party. We at *Little Beans* use Morton Michel and the total life of the policy is 21 years and 4 months to enable a child to make a claim against the policy later.

If we keep records relating to an individual child on the computer at *Little Beans* we will get parents/carers permission. The information will be securely stored with passwords on the computer and password protected files, to prevent viewing of the information by others with access to the computer. Back up files will be stored on memory sticks which will be locked away when not being used.

We at *Little Beans* we have signed up to the ICO the commissioner office which we will register with annually. It is the UKs independent public authority set up to uphold information rights. The Data Protection Act 1998 and the Data Protection act 2018, requires every organisation processing personal information to register with the ICO.

Staff who have read understood and going to implement the Confidentiality, Data protection, record keeping and complaints policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Lost or missing child Policy and Procedures

At *Little Beans* all children will be safely supervised always and keeping within the staffing ratios that are set out in the welfare requirements.

At *Little Beans* we teach all children about safety.

At *Little Beans* all staff are trained and implement the policies and procedures so the child’s safety is paramount always.

At *Little Beans* we have a thorough risk assessment that all staff does together as a team to make everyone aware of the risks. I.e. the premises being secure always and staff maintain the door at drop off and pick up times. We have a schedule of roles and responsibilities so that all staff knows their duties to eliminate the risks within the setting – such as a lost or missing child.

At *Little Beans* Risk Assessments are done of the premises every morning and staff are vigilant throughout the day. Children are encouraged to do a risk assessment with the staff.

In the event of a child going missing or being lost *Little Beans* will notify the police and search the area. We will then contact the parents and Ofsted.

Staff who have read understood and going to implement the Lost or Missing child policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Evacuation Policy and procedure

Policy

At *Little Beans* it is our policy to make sure that in the event of a fire or a danger within the setting that we make sure that the childrens safety is our priority. In the event of a fire or everyone leaving the building we will carry out the following procedure.

Procedure

1. Stay calm and keep the children calm
2. Gather the children together, any children that are unable to walk will be carried to the group.
3. Do the register, ensuring that everyone is together
4. Take the grab bag with the register, all emergency contact details, a whistle and a rope for all the children to gather inside, and a mobile phone.
5. As a group make our way to the nearest safe exit either out the conservatory or exit through the kitchen

6. Once everyone is safely outside the building and gathered at a safe place and all children inside the rope, the registered completed again we will then call 999 using the mobile.
7. We will stand in the safe place until the emergency services have arrived.
8. We will then contact all parents

We at *Little Beans* will carry out random fire drills and evacuation procedures with the children so that if there is a real fire the staff and children will know what to do and wont panic. We will carry out the same procedure as above. We will ensure at all times that the fire escapes are clear, we have the local fire service round from time to time and have all the appropriate checks to ensure the safety of equipment such as fire alarms, fire extinguishers and fire blankets.

Staff who have read understood and going to implement the evacuation policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Outings – policy and procedure

We at *Little Beans* comply with the welfare requirements that set out that children must be kept safe whilst on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards.

It is our policy at *Little Beans* to keep children safe at all times including when on outings, in order to do this we will ensure that we:

1. Maintain the correct adult: child ratios set out in the welfare requirements.
2. Carry out a trial run and full risk assessments of the proposed outings
3. Obtain written parental/carers permission for children to take part on an outing and regular outings into the local community

4. Take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, emergency contact details, first aid kit and a mobile telephone.
5. Keep record for parental/carer inspection of any vehicles in which children are transported, including insurance details, MOT, and a list of named drivers and licence details.
6. Ensure that any driver transporting children in their own vehicle has adequate insurance cover
7. Adhere to the lost children policy and procedure and make parents aware of the procedures in that procedure.

Staff who have read understood and going to implement the Outings policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Food and drink – Policy and procedure

Policy

We at *Little Beans* comply with the welfare requirements that set out that when children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious. Before a child is admitted to the setting the providers must also obtain information about any special dietary requirements, preferences and food allergies the child has, and any special health requirements. Fresh drinking water must be accessible and available always. Those responsible for the preparation and handling of food must be competent to do so. All staff will complete food hygiene and safety training.

Procedure

We at *Little Beans* will: -

1. Obtain record and act on information from parents/carers about a child’s dietary requirements, allergies, food preferences and any special health requirements.
2. Ensure that fresh drinking water is assessable and available always.

3. Ensure that when parents/carers provide meals for children at the setting they come with a cool box to keep food chilled or we will put food in an appropriate chilled storage.
4. Give guidance to families on healthy eating and promote this
5. Ensure that there is an area adequately equipped to provide healthy meals, snacks and drinks for children as necessary.
6. Ensure that staff preparing, and handling food have a relevant food safety and hygiene certificate.
7. Ensure that all food is kept in an appropriate food storage area.
8. Ensure that children will be provided with healthy meals and other healthy snacks and drinks as recommended by the food standard agency literature.
9. As a provider of meals and snacks we are aware of our responsibilities under food hygiene legislation and comply with the Safer Food Better Business (SFBB) and use their guidance and the food standards agency. This includes if necessary, registering with the relevant local authority environmental health department. We are happy to have our premises inspected by a food safety officer.
10. Ensure that pets are kept out of the food preparation area.
11. Ensure that baby changing facilities will not be near food preparation areas.
12. Ensure that laundry will not be carried out during times of food preparation and any soiled clothing or detergents will not meet food preparation areas.
13. If there is an outbreak of food poisoning which affects two or more children looked after on my premises we will notify Ofsted as soon as possible but within 14 days of the incident occurring in order to comply with regulations.
14. Keep all food receipts, including those under the value of £10, so that if there is an outbreak of food poisoning on our premises we will be able to trace the outlet where the food was purchased.
15. Ensure that there are food systems in place to ensure high levels of hygiene i.e. day dot systems; colour coded chopping boards, gloves and aprons when preparing food, hair tied back etc.

Staff who have read understood and going to implement the Food and Drink policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

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Fire Drill – policy and procedure

We at *Little Beans* comply with the welfare requirement of safety, suitability of premises, environment and equipment. It states that providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency.

At *Little Beans* Our Designated fire safety officer is Amy Beech. The role of the Designated fire safety officer is to regularly check the fire alarm system to ensure it is in safe working order. Amy will carry out fire drills to ensure all staff and children know what to do in an event of a fire. (see our evacuation policy)

We at *Little Beans* comply with the requirements of the health and safety legislation including fire safety and hygiene requirements. We at *Little Beans* know the basis of fire safety is risk assessment. These are carried out by a 'competent person'. The fire safety risk assessment has been completed by Abbey fire contact details Tel: 01202 679461. This follows the Fire Safety Risk Assessment – Educational Premises document.

We at *Little Beans* we ensure that we have the correct fire detection and control equipment and all equipment is checked regularly by Abbey Fire and in good working order. We have smoke detectors, fire alarms, Fire blankets, fire extinguishers and fire doors.

We at *Little Beans* have clearly identified fire exits to all staff, children and visitors they are the front and back doors and in an extreme emergency the upstairs bathroom window. All staff is shown these when new to *Little Beans*.

We at *Little Beans* ensure that 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 as part of the induction process
- Practised on a regular basis with staff and children
- Records are kept of fire drills and the servicing of fire safety equipment.

We at *Little Beans* ensure that all fire doors are clearly marked, free from obstruction and easily opened from the inside.

We at *Little Beans* have an emergency evacuation procedure – **please see evacuation policy and procedure**

We at *Little Beans* we practise fire drills at least every term but aim to every month so when new children and staff/volunteers start everyone can get used to the fire procedure. At *Little Beans* the designated fire safety officer will record any fire drills and include the following details:

- Date and time of the drill
- How long it took
- Staff present
- Children present and their ages
- Whether there were any problems that delayed evacuation; and
- Any further action to improve the fire drill.

All staff will read and sign the actions point written by the Designated fire safety officer.

We at *Little Beans* will ensure that if a fire is detected or a smoke alarm sounds then it is the priority to evacuate the children from the building.

Staff who have read understood and going to implement the Fire safety and emergency evacuation policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Illness and Infectious diseases – policy and procedure

We at *Little Beans* comply with the welfare requirements that set out that the provider must promote the good health of the children attending the setting and take the necessary steps to prevent the spread of infection, and take the appropriate action if children are ill.

Emma Bascombe is the lead person responsible for infection prevention and control at *Little Beans* in her absence management will take this role.

We at *Little Beans* keep a copy of the guidance on infection control in schools and other childcare settings by the Public Health England which states:

‘Prevent the spread of infections by ensuring: -

1. routine immunisation
2. high standards of personal hygiene and practice, particularly hand washing
3. maintaining a clean environment'

At *Little Beans* we clean our environment at the end of each day which includes hoovering and mopping, we have a cleaning checklist to make sure everything is cleaned to a high standard. Toys and equipment are deep cleaned regularly to ensure they are suitable for use. We also have a cleaner once a week to deep clean our environment.

This document also sets out the recommended exclusion periods for certain infectious illnesses.

We at *Little Beans* will discuss and keep a record of the arrangements for the exclusion of a child should they become ill whilst at *Little Beans* with the parents during the settling in period.

We at *Little Beans* promote hand-washing in warm soapy water before eating or handling food, after using the toilet and after coughing and sneezing.

We at *Little Beans* use paper towels after washing hands so they are disposable and reduce the risk of spreading germs.

We at *Little Beans* promote the use of tissues for children with coughs and minor colds. All spillages of bodily fluids will be cleaned up immediately and we will wear disposable gloves and aprons when dealing with intimate care such as toileting and nappy changes. Aprons and gloves will be disposed of after each use of each child.

We at *Little Beans* will ensure that any pets or animals on the premises are safe to be around children and do not pose a health risk.

We at *Little Beans* ensure that children who are excluded due to have an illness or an infectious disease such as severe cold or stomach upset will not be allowed to return until they have been free from illness for 48 hours. This is in order to minimise the risk of the transmission of an infection to other children or staff at *Little Beans*.

We at *Little Beans* ensures that if a child arrives at the setting with a disease or illness we believe to be infectious or that poses a risk to the children in the setting or staff we will expect the child not to attend until they have been well for the recommended period of time.

We at *Little Beans* ensure that if a member of staff is ill with an infectious disease they will not be able to work for the recommended period either to reduce the risk and minimise the risk of the transmission of an infection.

We will inform parents/ carers if any staff or children have been diagnosed with an infectious disease.

Procedure

If a child becomes ill during their session at *Little Beans*, or we believe has an infectious illness or disease, e.g. a severe cold or stomach upset, we will carry out the following:

1. Contact the parents as agreed to arrange for the immediate collection of the child.

2. Ensure the child is excluded from *Little Beans* until they have been well for 48 hours, or in accordance with health authority guidelines
3. If we believe that a child at *Little Beans* is suffering from a notifiable disease, identified as such in the public health (infectious diseases) regulations 1988, we will act on advice given by the health protection agency and inform Ofsted of any action taken.

Staff who have read understood and going to implement the illness and infectious disease policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Accident and emergency policy and procedure

At *Little Beans* we comply with the welfare requirements that sets out that the providers must ensure that there is a first aid box accessible always, keep written record of any accidents, injuries and first aid treatment and inform parents.

Policy

It is our policy *Little Beans* that we keep children safe at all times when they are at *Little Beans*. The premises have been checked and meet the requirements of the Early Years Foundation Stage in England. We also regularly review, update and practise safety routines, including fire drills. We do daily and ongoing risk assessments to minimise any risk of danger.

All staff at *Little Beans* have a first aid certificate and are first trained and this is updated within every 3 years. We have Several First Aid boxes at *Little Beans* and they are clearly labelled and easily accessible. These are checked after each use and refilled if needed.

We hold written permission form parents to seek emergency treatment for their child if it is needed and are kept in a locked filing cabinet in the office at *Little Beans*.

All accidents at *Little Beans* will be recorded on an *Little Beans* accident form this will be signed by the person who dealt with the accident and where

possible a witness. It will be stored in our accident form folder to be shown, discussed and signed by parents.

As a registered provider *Little Beans* must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in the care of *Little Beans* and any action we may have taken within 14 days of an accident occurring.

If an accident or incident involving a child whilst at *Little Beans* Results in an insurance claim we will contact our public liability insurance provider, Morton Michelle, to discuss the claim and will be given a claim number. This may involve discussing details of the child with a third party.

Procedure

We at *Little Beans* first will reassure the injured child while making sure that the other children are safe.

We at *Little Beans* will then deal with the accident if possible, if not we will call 999 for help.

If we can deal with the accident ourselves then we will contact the child's parents/ carers immediately. If a member of staff must accompany a child to hospital in an emergency we will contact their parents immediately to meet the member of staff at the hospital.

We at *Little Beans* will do our best always to make sure the children are safe, reassured and kept calm.

At *Little Beans* will inform parents/carers of any accidents or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. At *Little Beans* all accidents will be recorded, and serious accidents will be reported to Ofsted as soon as possible within 14 days.

We at *Little Beans* must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in our care, and must act on any advice from these agencies

Staff who have read understood and going to implement the Accident and emergency policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

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Medicine policy and procedure

At *Little Beans* we comply with the welfare requirements that set out that the providers must promote good health of children attending the setting. Providers must have a system in place for obtaining information about a child's needs for medicines, and for keeping information up to date and take the necessary steps to prevent infection and take appropriate action when they are ill.

As childcare providers at *Little Beans* we comply with the welfare requirements that sets out that the providers must comply with the welfare requirements that sets out that the providers must ensure that an effective procedure is implemented to meet the individual needs of a child when administering medicines, in order to achieve this, we will do the following:

1. We at *Little Beans* ensure that when a new child is starting we gain all the relevant information about a child's needs including any medicines they may take and keep this information up to date.
2. We at *Little Beans* keep written records of all medicines administered to children.
3. We at *Little Beans* inform parents when medicine has been administered including the time and dosage.
4. We at *Little Beans* ensure all medicines will be stored in a high locked away cupboard and kept strictly in accordance with the product instruction and in the original container in which it is dispensed and clearly named.
5. We at *Little Beans* ensure to obtain prior written permission from parents/carers for each day and every medicine to be administered before any medication is given.
6. We at *Little Beans* ensure to work in partnership with parents to ensure the correct medication, dosage etc is given.
7. We at *Little Beans* ensure that if the administration of prescription medicine requires technical/ medical knowledge then we will attend the training from a qualified health professional. The training should be specific to the child in question and normally the child's key person.
8. We at *Little Beans* ensure that if any of the staff at *Little Beans* are involved in the administration of a prescription medicine that requires technical/medical knowledge then we will ensure that they have attended individual training from a health care professional, specific to the child in question.
9. We at *Little Beans* ensure that Prescription medication will only be administered to the child if it is prescribed for by a doctor dentist nurse or pharmacist and their name will be clearly on it.
10. We at *Little Beans* ensure that non- prescriptive medication such as pain and fever relief will only be administered with parents/carers previous written consent and only when there is a health reason to do so.

11. We at *Little Beans* ensure that we will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.
12. We at *Little Beans* ensure that if we do not administer the medicine whilst the child is in our care we will inform parents of who will be responsible for the administration of medicines of their child.
13. We at *Little Beans* ensure if a child is in our care with a long term medical need then we will ensure that we and any co- workers have sufficient information about the child's medical condition and will work in partnership with parents to assist the administration of any prescribed medication.

We at *Little Beans* ensure that when administering medicines, we keep a record of any medicines administered we will record the following...

1. the details of the product
2. the date and time of its administration
3. the names of the persons and signatures who administered and witnessed the medicine (being given) and the circumstances
4. A record of consent from parents/ carers at the beginning and end of their child's session

Staff who have read understood and going to implement the medicines policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Risk assessment – Policy and procedure

At *Little Beans* we comply with the welfare requirements that set out that the providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

We at *Little Beans* ensure we do a full premises risk assessment with all staff and any new staff on induction. This will be a team effort and ongoing, so everyone is aware of the possible risks.

We at *Little Beans* ensure we will do daily risk assessments checking the premises and grounds every morning ensuring that the premises are safe for children to use. These risk assessments will be documented and clearly stated who has completed them.

We at *Little Beans* ensure we will encourage the children to take part in risk assessments to make them aware and understand any risks and dangers and rules, to make them have a better understanding and self-awareness.

We at *Little Beans* ensure we will risk assess any environments that we take the children to. I.e. the local community or on outings.

We at *Little Beans* ensure we will ensure that if we are planning to take the children to a new environment that we will risk assess the environment in advance, so we are aware of any potential hazards.

We at *Little Beans* ensure all risk assessments are stored in a risk assessment folder and available for all parents/ carers to see on request.

We at *Little Beans* will ensure that when doing our risk assessments, we will document any actions or changes we implement to remove or minimise risks.

Staff who have read understood and going to implement the Risk assessment policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Prevention of cross infection and waste disposal – policy and procedure

We at *Little Beans* ensure that all children have individual named nappies, wipes and creams for the prevention of cross infection in their own bags.

We at *Little Beans* ensure that all staff where gloves when handling bodily fluids and these are to be disposed of after each use with a child.

We at *Little Beans* ensure that staffs have antibacterial hand gel and tissues available.

We at *Little Beans* ensure that all gloves, wipes and used nappies will be disposed of in two nappy sacks and put in bins away from the children

At *Little Beans* our staff will ensure during this time your child is safely looked after.

At *Little Beans* we will continue to try and contact parents/carers and emergency contact numbers, but after a reasonable amount of time – 1 hour from the original agreed collection time, then we will contact the local authority duty social worker.

At *Little Beans* we ensure that a child in this circumstance would be reassured, kept calm and will be safely looked after.

Staff who have read understood and going to implement the If a child is not collected - policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Manual Handling

Policy statement:

We have a responsibility to all the staff at Little Beans to ensure they have been informed of the risks, risk assessments and Health and safety best practice. It is then every staff member’s responsibility to follow the guidance and risk assessments to protect themselves and all the children in their care. Little Beans complies with the Manual Handling Operations Regulations 1992.

Procedures:

At *Little Beans* we have a risk assessment folder which has risk assessments for all the areas of the environment, resources and activities that may present a risk to the Staff or children when at *Little Beans*. These risk assessments are reviewed and updated at least annually. At *Little Beans* we also promote positive practice when lifting children/ boxes etc, which requires staff to lift using bended knees, keeping their backs straight. See

also Risk Assessments file and other policies for further details e.g. Evacuation, Outings, food and drink, Fire drill, Illness and infectious diseases, Accident and emergency, Medicines, Risk assessments, Prevention of cross infection and waste disposal.

Staff who have read understood and going to implement the Manual Handling policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Staffing

At *Little Beans* we comply with the welfare requirements that set out that the providers must ensure that people that are looking after children are suitable to fulfil the requirements of their roles.

Providers must have effective systems in place to ensure that practitioners and other people who have regular contact with children are suitable.

At *Little Beans* nobody will be allowed to work at Little Beans and have unsupervised contact with children unless:

1. they have had their suitability checked
2. proof of UK residence, work permit and eligibility to work in the UK
3. had a successful job application form
4. a successful interview
5. 2 successful references
6. forms of identification checked
7. training and certificates shown
8. a DBS completed- criminal record check
9. Read and understood and are going to implement the policies and procedures, risk assessments and prospectus.
10. Had an induction, Health and safety, fire procedures

We at *Little Beans* ensure that all staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. This is applicable both before and during employment at *Little Beans*.

We at *Little Beans* ensure to record all information about staff qualifications, identity checks and vetting processes that have been completed. Each member of Staff has a folder with all documentation in.

We at *Little Beans* ensure to keep in each of the staff's folders their name, address, DOB, contact telephone number, criminal records disclosure reference number, the date the disclosure was obtained and details of the company and who obtained it.

We at *Little Beans* ensure that we meet our responsibilities as providers under the safeguarding Vulnerable Group's Act 2006, which includes a duty to make a referral to the disclosure and barring service where a member of staff is dismissed or left because they have harmed a child or put a child at risk of harm.

We at *Little Beans* ensure that if a registered provider or a child care worker is disqualified from registration they can no longer continue as an early year's provider in accordance with regulations made under section 75 of the Childcare Act 2006. The safety of the children is always paramount.

We at *Little Beans* ensure that all staff go on regular training to ensure that we offer a high-quality provision and able to continue to gain knowledge to enable them to deliver the Early years foundation stage at a high standard and competently so that children can reach their outcomes effectively.

We at *Little Beans* record all training and qualifications in each staff's files and make action plans to continue staff's personal development.

We at *Little Beans* ensure that all staff are aware of their roles and responsibilities daily and also within their input of the team.

We at *Little Beans* ensure that each member of staff has induction training which includes emergency evacuation and exits, all policy and procedures including safeguarding, child protection, equality policy and health and safety issues and the staff handbook.

We at *Little Beans* will ensure that as providers we will support all staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improve.

We at *Little Beans* ensure that all staff have accounts on CPD online and are encouraged and supported to look regularly on the Poole workforce development site and book on courses.

We at *Little Beans* ensure that when staff members go on courses and/or training they report back to their team's members on any information, updates and ideas that can be implemented into the setting.

We at *Little Beans* ensure that all new employees are booked on to safeguarding training appropriate to their role and first aid training if they have not already done so within their first 3 months. Safeguarding and first aid will be updated every 3 years.

At *Little Beans* we comply with the welfare requirements that set out that the providers must ensure that the manager holds at least a

full and relevant level 3 qualification and at least all other staff must hold at least a full and relevant level 2 qualifications.

At *Little Beans* we comply with the welfare requirements that set out that the providers must ensure that there is a named deputy who in their judgement is capable and qualified to take charge in the manager's absence.

At *Little Beans* the Director is Sebrina Drew and the Manager is Lauren Hixson and in their absence, the Deputy Manager is Amy Beech.

We at *Little Beans* ensure that every member of staff has a current paediatric first aid certificate to enable our staff to respond to an emergency quickly.

We at *Little Beans* ensure that we have sufficient understanding of English to ensure the wellbeing of children in our care. We keep all our records in English, to liaise with other agencies in English. This enables us to lease with all outside agencies for the best interest of the child, to summon emergency help, and to understand instructions such as those for safety of medicines and food hygiene.

At *Little Beans* we comply with the welfare requirements that set out that the providers must put appropriate arrangements in place for the supervision of staff that have contact with children and families.

We at *Little Beans* ensure that all staff on induction understands the policies and procedures, risk assessments, health and safety and evacuation procedures of the setting.

We at *Little Beans* ensure that all staff understand the importance of supervision by signing into a supervision agreement.

We at *Little Beans* ensure that there is an 'open door' ethos so all staff feel they can talk freely and ongoing on a day to day basis to gain advice, support, knowledge and continual improvement.

We at *Little Beans* ensure that we have regular supervisions with the Manager or Deputy Manager and individual staff in confidence/private to encourage the confidential discussions of sensitive issues. During the supervision staff will be asked questions relating to our policies and procedures and safeguarding to make sure that they have the knowledge and understanding that allow them to fulfil their role in safeguarding the children. The supervision will last up to 30 minutes and will be recorded in writing on a *Little Beans* supervision form. On the bottom of the form it states that it is the supervisees responsibility to disclose any information that may effect their suitability to work with children, staff sign in acknowledgement of this safeguarding message.

All records of supervision will be stored in the staffs file in our secure locked filing cabinet. Only the supervisor and supervisee will have access to the forms. Together a plan will be written and recorded with actions to provide support, coaching and training for the practitioners to ensure they feel equipped and able to fulfil their job role effectively.

Little Beans' expectations of the supervisee are for them to be professional at all times during supervision. They should be honest and cooperate and

work towards their action points. The supervisee has a right to receive regular, effective and sensitive supervision. They will be treated as a professional and will be fully supported in their role.

At *Little Beans* we recognise the importance of effective supervision between all members of the staff team. The main reason of Supervision is to improve outcomes for the children and to promote the interests of the child. Supervision also helps to build confidence and self – esteem of the staff and to improve team work.

We at *Little Beans* ensure that staff take part in regular, scheduled peer observations. This is to encourage staff to develop their own ability to reflect on their daily practice and to share their own teaching practices within the team. After the observation the staff member who observed will provide constructive feedback to the staff member this will be logged and filed away appropriately. The Manager Lauren Hixson will provide support and coaching enabling staff to have a continual improvement. The Manager will observe the staff from regularly to identify if any support or any further training would be appropriate.

We at *Little Beans* ensure that we have a minimum of monthly team meetings to foster a culture of mutual support, this is a time for staff to share all relevant information regarding their own roles and responsibilities and any training.

We at *Little Beans* have a staff communication book so communication between staff is prioritised.

We at *Little Beans* ensure that supervision provides opportunities for staff to discuss any issues, concerns and suggestions – including child development or wellbeing. Identify solutions to address issues as they arise and that they can receive coaching to improve their personal effectiveness.

Staffing ratios and key person

At *Little Beans* we comply with the welfare requirements that set out that the providers must ensure that staffing arrangements meet the needs of all children and ensure their safety.

We at *Little Beans* ensure all children are always supervised. The welfare requirements state that children must usually be within sight and hearing of staff and always within sight or hearing.

We at *Little Beans* ensure that we do daily risk assessments in the setting with the staff and children. And all staff are aware of policy procedures and risk assessments and health and safety.

We at *Little Beans* ensure that all staff have and know their roles and duties, also we implement a weekly rota of duties to ensure children's needs are always met.

We at *Little Beans* ensure that all parents are aware of new staff by the website, newsletters, prospectus and introduction.

We at *Little Beans* ensure that only staff that are competent and responsible can be provided in the ratios to adults: children.

In an emergency *Little Beans* will use Tinies agency staff to ensure we comply with the ratios always. Tinies vet and carry out DBS check on all their staff. An agency staff member will never be left unsupervised with the children or asked to carry out any children's personal care.

We at *Little Beans* comply with the ratios set out in the welfare requirements:

There must be at least **1 adult: 3 children under the age of two**. At least one member of staff must hold a full and relevant level 3 qualification and must be suitably experienced in working with children under two. At least half of staff must hold a full and relevant level 2 qualification. At least half or all staff must have received training that specifically addresses the care of babies.

There must be at least **1 adult: 4 children aged two**. At least one member of staff must hold a full and relevant level 3 qualification, At least half of staff must hold a full and relevant level 2 qualification.

There must be at least **1 adult: 8 children aged three and over**. At least one member of staff must hold a full and relevant level 3 qualification, At least half of staff must hold a full and relevant level 2 qualification.

We at *Little Beans* we assign each person a key person to ensure that every child's care is tailored to meet their individual needs. The child will be allocated a key person at the start of their time at *Little Beans* to ensure that the child can become familiar and secure with the setting and offer a settled relationship for the child and build good strong relationships with parents/carers. Everyone is to know who each child key person is, and we will provide visual aids of this around the setting.

Staff and employment

Staff will be disqualified from working at *Little Beans*, providing registered childcare or working in a registered childcare provision. The main causes of immediate disqualification would be:

Being on the list of persons barred from working with children held by the Disclosure and Barring Service (DBS)

Certain convictions or charges of an offence against a child

Convictions of charges of certain offences against adults

Being made the subject of a disqualifying order

Being made the subject of an order relating to the care of children, such as a child being removed from their care

Having registration as a child carer refused or cancelled

Living with someone who is disqualified

Staff who have read, understood and are going to implement the Staffing policies and procedures.

Staff member	Read understood and signed	Date

Working with parents –policy and procedure

At *Little Beans* we comply with the welfare requirements that set out that the providers must ensure that they share information with parents

We at *Little Beans* know the importance of working in partnership with parents. We provide a prospectus that we have filled up with information for parents about our setting and expect to gain as much information about your child as possible.

We at *Little Beans* offer as many settling in periods as your child needs to feel secure and ready to start *Little Beans* in confidence.

We at *Little Beans* ensure that we always make time to discuss parents/carers concerns about their child.

We at *Little Beans* have communication books to share information each day.

We at *Little Beans* ensure that we have regular parent’s evenings

We at *Little Beans* ensure that we allow parents to access records kept on their child i.e. communication books, journals

We at *Little Beans* ensure have a home setting link by implementing activities such as the WOW stars board.

We at *Little Beans* encourage parents to participate in their child’s journal by adding comments, pictures and information.

We at *Little Beans* expect parents to work with us and keep their child’s key person informed of any changes to personal circumstances that may influence their children, e.g. changes of address, phone numbers, doctors, emergency contacts. Parents/carers will be made aware that all information they provide about their child are kept strictly confidential and treated on a strict need to know basis. (Please see conditionality policy).

We at *Little Beans* ensure that the SENCO shares information regarding the SEND Code of practice to all members of the team and help support them. We understand that the keyperson for any children with SEND will work closely with the child and their parents/ families to make focussed, achievable support plans to help close/ narrow the gap between the child's development and the expected/ average level for their age. The SENCO will fully support the Key person with this.

We at *Little Beans* ensure that we support children with Special Educational Needs and Disabilities (SEND) and work with multi-agencies for the best interest of the child.

We at *Little Beans* ensure that any child with SEND will be included and treated equally within our setting – in accordance with the Equality Act 2010.

We at *Little Beans* ensure that we support families who have a child with SEND.

We at *Little Beans* ensure are committed to the earliest possible identification, assessment and support for children with SEND and discuss any concerns with parents as the first priority.

We at *Little Beans* ensure that as providers who receive funding by the local authority to deliver early education places, that we have regard to the SEND Code of practice.

We at *Little Beans* ensure that everyone involved works in partnership and collaboration. Including parents, other settings, other agencies' and the SENCO and key person.

We at *Little Beans* ensure that we are an equal opportunities provision and anti-discrimination setting.

We at *Little Beans* ensure that we are working with the relevant information regarding the Poole Early Help Assessment (PEHA). -The **PEHA** is a standardised process to help practitioners **assess** children's additional needs, develop a common understanding of those needs and agree a process for working together to meet those needs within the context of the family. We will work with other agencies to provide support to the child and their family within our area of provision.

The common Assessment framework (CAF) is a process that brings together a range of professionals to work with children, young people and families who need extra support. At *Little Beans* if we feel a wider range of support is required the CAF can help us to bring together different professionals to create an action plan to ensure the child, young person and family gets the support they need. *Little Beans* will seek the permission from the parents/ family to complete the online assessment form. We will record down all appropriate information outlining the areas of support we feel are needed. This will be shared with the family and their thoughts and views will be added.

We at *Little Beans* ensure that we monitor, review and evaluate our provision to provide continuity and high standards for all.

We at *Little Beans* ensure that all members of staff meet the needs of a child with SEN disabilities within our setting including if this means making changes to our premises.

We at *Little Beans* ensure that we regularly review our setting and environment to discuss improvements, modifications or amendments to the lay out to meet the needs of all children.

We at *Little Beans* ensure to build strong positive relationships with parents/carers to build up trust and mutual respect.

We at *Little Beans* ensure that we liaise with other professionals to provide the best possible service and to meet the needs of each individual child.

We at *Little Beans* ensure that we keep records, records of assessment, planning and provision for the review with children with SEND.

We at *Little Beans* ensure that members of staff read, understand and implement our policies including our confidentiality and complaints procedure.

We at *Little Beans* ensure that each staff will keep records of their key children with SEND and ensure that progress is being monitored, evaluated and assessed on a regular basis. All staff will be supported by the SENCO and managers at *Little Beans*.

Staff who have read, understood and are going to implement the SEND policy and procedure at *Little Beans*.

Staff member	Read understood and signed	Date

Behaviour and anti-bullying – policy and procedure

At *Little Beans* we comply with the welfare requirements that set out that the providers are responsible for managing children’s behaviour in an appropriate way.

At *Little Beans* we incorporate the idea of having a safe space in the form of bean bags that we can move with ease to a quiet space, enabling the child to sit on, relax and with support begin to recognise and manage their own feelings behaviour. By reading and looking at books based around feelings and how to manage them we aim to support the child to take themselves to the bean bag when they feel they need to.

Providers must not give corporal punishments to a child, and ensure that reasonable steps are taken to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child.

Providers must keep a record of any occasion where physical intervention is used in a case where physical intervention was taken for the purpose of averting immediate danger of personal injury to any person including the child or to manage a child's behaviour if absolutely necessary. Parents and/or carers must be informed on the same day, or as soon as reasonably practicable.

We at *Little Beans* ensure that adults and children are treated with equal concern and are made to feel welcome and have a sense of security. We offer a high quality childcare service for parents and children. We recognise the need to set out reasonable limits, boundaries and rules to help manage the behaviour of children in our setting.

We provide a positive, happy and safe environment to the children at *Little Beans*. Children will be encouraged to develop social skills to help them be accepted and welcome in society as they grow up.

We at *Little Beans* ensure that no member of staff do not and will not, administer physical or any other form of punishment with the intention of causing pain or discomfort, nor any kind of humiliating or hurtful treatment to any child in our care.

We at *Little Beans* endorse a positive discipline as a more effective way of setting boundaries for children.

We at *Little Beans* ensure that staff keep up to date with behaviour management issues and relevant legislation by taking regular training and by reading relevant publications.

We at *Little Beans* ensure that parents/carers and staff have access to policies and procedures which is also displayed on our website.

We at *Little Beans* ensure that staff and children's key persons speak to parents/carers about their child's behaviour during settling in and agree methods to manage children's behaviour. These are discussed with parents/carers during initial visits before the child is due to start to ensure appropriate care can be provided.

We at *Little Beans* ensure that staff where possible meet the parent's requests for the care of their children according to their own family values and practices. The prospectus records all these requirements.

We at *Little Beans* ensure that records are revisited and updated during regular reviews with parents.

We at *Little Beans* expect parents to inform us of any changes in the child's home circumstances, care arrangements or any other change which may effect the child's behaviour such as a new baby, parent's separation, divorce, new partner or any bereavement. All information shared will be kept confidential unless there appears to be a safeguarding issue.

We at *Little Beans* ensure that we offer regular meetings with parents to discuss their child's care and any issues or concerns, preferably when the child is not present. If we do not share the same first language of the child's, we will find a way of communicating effectively with them. This may involve seeking guidance from the Local Early years Team. We may use photos, pictures or research key words of their first language.

We at *Little Beans* ensure that all staff work together with parents to make sure that there is consistency in the way the children are cared for. A

consistent approach benefits the child's welfare and helps ensure that the child is not confused but secure and confident.

We at *Little Beans* ensure that staff will only physically intervene, and possibly restrain a child to prevent an accident, such as a child running into the road, or to prevent an injury or damage.

We at *Little Beans* ensure that all significant incidents are recorded in an incident book and will be shared and discussed with the parents of the child concerned so that together we can work to resolve any behavioural issues.

We at *Little Beans* ensure that we will work with children on their emotions and feelings. From time to time children may have difficulty in expressing themselves and feeling frustrated this is normal and part of children's development. We will talk and about feeling and emotions and work with parents/carers.

We at *Little Beans* use distraction and re-directing children's activities to discourage unwanted behaviour.

We at *Little Beans* encourage children to responsible by talking to children about choices and their possible consequences.

We at *Little Beans* ensure that staffs are consistent so that children know and feel secure within the boundaries and rules we set.

We at *Little Beans* ensure that we respond positively to children who constantly seek attention or are disruptive.

We at *Little Beans* ensure that children's self-esteem by showing staff disapproval of their behaviour not the child themselves.

We at *Little Beans* ensure that if we have concerns about a child's behaviour which are not being resolved, we will ask for permission from the parents to talk it through with another childcare professional. We could contact the health visitor or the local early years team for confidential advice. Concerns that could identify a child are kept confidential and only shared with people who need to know this information.

We at *Little Beans* encourage positive behaviour and use books and songs to aid this.

We at *Little Beans* encourage positive discipline by:

1. Rewarding good behaviour
2. Encouraging self-discipline and respect for others.
3. Setting realistic limits according to age and stage of development.
4. Setting a good example.
5. Encouragement and direction
6. Being consistent
7. Praise appreciation and attention
8. Building children's self esteem
9. Involvement
10. Implementing the *Little Beans* golden rules.

Anti- bullying

We at *Little Beans* do not tolerate bullying between children, staff or parents. We recognise the difference between bullying and friendship issues. Bullying is sustained and planned where friendship issues need children to be supported in their personal social and emotional development in building relationships. Friendship issues are part of the normal development for a child in their early years.

It is our policy to ensure that no bullying is going on. Any incidents that we feel could be classed as bullying, shall be dealt with, with as much discretion as possible. Parents/carers shall be informed and the reason for bullying and how it shall be dealt with will be explored and dealt with by all parties involved.

We promote nurturing friendships between all children in our care. Creating a sense of belonging by taking behaviour which upsets the children very seriously. Encourage discussions talking and singing on book and songs about feelings and actions. Children to make their own rules.

Behaviour against a member of staff

Little Beans. has a zero-tolerance attitude towards violence or threatening behaviour against a member of staff, volunteers and students.

Through positive role modelling we promote the use of gentle hands and kind words towards everyone at *Little Beans*!. If a child displays physical aggression towards a member of staff it will be dealt with in the appropriate way – the child will have some quiet time with a member of staff not involved in the incident who will support them in exploring why the incident took place and how the member of staff is feeling. The physical aggression will be recorded down on the correct documentation – incident form and a photo will be taken if necessary. The child involved will be encouraged to say sorry and give a cuddle to the member of staff involved.

Staff who have read understood and going to implement the behaviour management and anti-bullying policy and procedure at *Little Beans.*

Staff member	Read understood and signed	Date

Inclusion/ Equal opportunities - policy and procedure

We at *Little Beans* ensure that we actively promote equality of opportunities and anti-discrimination practices for all children. We make sure that we treat all children with equal concern and respect.

Parents are required to complete and return a prospectus prior to their child attending *Little Beans* , this includes information regarding their child including any allergies , dietary requirements.

We also seek permission for the child to walk to and from St Marys school.

At *Little Beans* we comply with the ratios set out in the welfare requirements that there must be **1 adult : 8 children aged four and over when collecting the children from St Marys .**

Breakfast club – the children are signed into our setting by a parent or guardian, upon leaving the setting with a *Little Beans* member of staff to walk them to school the children are counted to ensure we have everyone (if a child is due to attend and is absent we will contact the parents/ guardian to enquire why), the children are then signed out and put into pairs to walk with to the school – reception children will hold hands with member of *Little Beans* staff .We have a grab bag that the member of staff takes on the walk to and from the school, the bag contains a first aid kit, emergency contact numbers for all St Marys children, a phone.

Before we leave the setting, clear expectations and boundaries are discussed with the children such as walking feet, listening to all instructions by member of staff, staying together, minding other pedestrians. The children are walked directly to the school gate where there are teachers waiting and are watched until they have gone completely inside the gate.

After school club – the children are collected from the school office by a member of the *Little Beans* team. A list is given to the school office of who is being collected. Once all children are present following the same procedure as the walk to school they walk back to *Little Beans* all the children are signed into the setting.

We have a full risk assessment for outings which applies to walks to and from St Marys School.

Staff who have read understood and going to implement the Before and After School club policy and procedure at *Little Beans*

Staff member	Read understood and signed	Date

Home Visit – Policy and procedure

At *Little Beans* we believe that home visits are vital to the settling in of all children. As we know children are most confident, relaxed and secure in their own environment at home.

This is a very lovely opportunity for you as a family and your child and of course their key person. This marks the beginning of a positive partnership between home and *Little Beans*.

From the home visit the child's key person can gain valuable knowledge from the family about their child on a one on one basis. This information will be used for the start of their settling in, learning journals, and planning so your child's individual needs are catered for in every single area.

Procedure:

A home visit takes place at a time that is mutually convenient between the family and *Little Beans*

A home visit will take place with one member of staff from *Little Beans*

Staff will make their own way to and from the family's homes

The *Little Beans* staff are expected to carry out a non-written risk assessment on arriving at the address, if they feel there is a danger then they do not enter and return to the nursery. Staff must call the nursery when they arrive at the home visit and when they are leaving the home visit.

Home visits will last no longer than 30 minutes

All *Little Beans* staff will be conscious of the fact that they are guests in the family's home and will treat all families with a high level of respect and regard during the visit.

Staff who have read, understood and are going to implement the home visit policy and procedure.

Staff member	Read understood & signed	date

Student Placement & Volunteers – policy and procedure

At *Little Beans* we believe that a placement for a student and volunteers can be a valuable opportunity and a positive experience. The children's safety is paramount always at *Little Beans*.

This is an exciting opportunity for students/volunteers to build experience whilst working within a childcare setting. Equally we appreciate the positive contribution people can bring to *Little Beans*.

Little Beans limits the number of volunteers/students to one at a time so this does not disrupt the setting. Students/volunteers are not counted in ratios and not left un-supervised with children. They will be given a

mentor who they will stay with. They can observe and interact with children but will not take part in children's intimate care or any of the main core responsibilities of *Little Beans*.

It is managements overall responsibility for supervising and supporting students and volunteers whilst they are at *Little Beans*, however everyone is aware of the safeguarding and whistle blowing policies and procedures that are in place.

Staff who have read, understood and are going to implement the student placement and volunteer's policy and procedure.

Staff name	Read understood & Signed	Date

E-safety Policy and procedure

Our E safety champ

At *Little Beans* our E safety champ is Amy Beech. Amy's role is to make sure that the children are safe in the use of ICT and related technologies. Amy will complete the relevant online e safety training to allow her to fulfil this role.

Use of internet

The staff at *Little Beans* can access the internet on the nursery laptop to support the learning and development of the children. This may be researching information, pictures and images, age appropriate learning programmes and educational video footage for the children. The staff can use the team account with restricted access this account is monitored by the *Little Beans* main account.

The *Little Beans* main account is password protected and is only known by the Directors Sebrina Drew, Tamsin Ledger and the manager and deputy manager. Other staff members must ask permission to access this account.

Staff may access the internet for personal use using their personal smart phones. They must only be used in the office during their breaks.

Use of email

Email can be used by staff for work purposes only and sent through the nurse email account littlebeansdcare@gmail.com

Social networking sites

It is our Policy and procedure that no staff can be friends on any social media sites such as Facebook, twitter Instagram etc with families who attend *Little Beans*. *Little Beans* Staff are asked in advance to politely decline any such requests.

Staff, Parents, volunteers and students are asked to be respectful of *Little Beans* and keep work / Nursery life separate from private life and not to mention *Little Beans* on any personal social media sites.

We display leaflets on information on how staff , parents and Volunteers can keep themselves safe when using social media websites.

Little Beans Children's laptop

The children's laptop at *Little Beans* is not connected to the internet. The children can access and use age appropriate learning games which have been approved and installed by our e safety champ. The children are monitored when using the laptop.

Staff who have read, understood and will implement the E-safety policy and procedure.

Staff name	Read understood & Signed	date

Prevent Duty Policy

We at *Little Beans* understand that we have a duty of care to protect the children who attend from extremism and radicalisation, to identify those children and families that may be vulnerable to this and what to do if any are identified.

At *Little Beans* the designated safeguarding lead (DSL) Lauren Hixson has attended the awareness training in order to lead and support the team to know what to look for and any concerns are treated in the same way as any other form of harm. In her absence, Amy Beech or Sebrina Drew will fulfil this role.

British values

At *Little Beans* we work to build a child's resilience to extremism and radicalisation; we do this by promoting British values in our setting and giving them the tools to challenge extremist views.

Definitions of British values and how we promote them at *Little Beans*

Democracy – every child is unique, and we recognise and respect each child and their family. The children are very much involved in deciding our golden rules and in making their own decisions such as what to play.

The rule of law -we support the children in managing their feelings and behaviour during circle time topics, and imaginative play. We discuss emotions and encourage and support the children in managing conflict.

Individual liberty and mutual respect – through group discussions, using the talking pen to give everyone an opportunity to talk and share their views. Working to the EYFS framework we support the children in developing their self-confidence and self-awareness.

Mutual respect and tolerance of different faiths and beliefs.

Here at *Little Beans* we go on visit to places in the local community discussing our surroundings. During circle time topics we explore and discuss faiths, cultures and beliefs and through activity's we discuss and recognise both similarities and our differences.

Not unique to Britain, these values are universal aspirations for equality. They are fundamental to support all children become compassionate and considerate adults.

Through the Personal, Social and Emotional and Understanding the world areas of the Early Years Foundation Stage Statutory Framework, we will teach the children about the diversity in our community, the skills needed to recognise and manage risk and to make safe choices. Through effective teaching, we will encourage positive character traits such as determination, self-esteem and confidence.

At *Little Beans*, we will support those families who may be vulnerable to extremism and radicalisation and give them guidance to seek help.

Here at we *Little Beans* understand the importance of being constantly vigilant and fully aware that this could potentially happen in our setting. If we have a concern staff will follow the safeguarding policy and procedure and we will work in partnership with the Local Safeguarding Children Board (LSCB)/ the Hub.

At *Little Beans*, the DSL will attend regular safeguarding training and update forums to ensure knowledge and awareness is up to date.

Due to recent training we now have a Lockdown policy. Our base plan is to alert all staff to the threat using a code word "Peaches" to prevent the children being alarmed/ scared. Then we would proceed to gather all children and staff and the grab bag and relocate to the security of the first floor. Please see our Lockdown policy or further information.

Staff who have read, understood and are going to implement the Prevent Duty and British values policy and procedure.

Staff name	Read understood & Signed	date
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carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen parent partnership.

Safety and security

Staff use tablets to take the photographs for observations which are uploaded to Tapestry instantly. Each staff member has a secure login which is password protected. The tablets are kept in a secure cupboard at *Little Beans* and are never taken home by staff. Staff will be allocated time at work to update journals and plan for their key children's next steps.

If any member of staff suspects that their login details have been compromised in any way, they will inform the Manager, Lauren Hixson or follow the safeguarding contingency plan in her absence and new login details will be created. The Tapestry Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on Tapestry account is owned by *Little Beans*; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Parental Access

Parents logging in to the Tapestry system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content that has been inputted by the child's keyworkers. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone, and no shared observations are made including that child.

Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in *Little Beans* for the parent to view always and will be available to take home.

When children leave or move to another setting

When children move to another setting *Little Beans* will transfer the Tapestry account to the new setting if they also use Tapestry. If they do not, we will email a PDF to the setting upon request. When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey, so they have a

lasting record of their child's time at pre-school. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

Staff who have read, understood and are going to implement the Tapestry policy and procedure.

Staff name	Read understood & Signed	Date