

STRAMASH OUTDOOR NURSERY POLICIES (CI Application 2018)

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Stramash Outdoor Nursery

Additional Needs Policy

Our aims and ethos:

We welcome the inclusion of all children whatever their individual needs may be. All children have the right to achieve and develop to their full potential. We believe that having an inclusive policy benefits all children, and is a positive experience that reflects the diversity of our community.

We aim:

- To value all children equally and to provide opportunities for equal access to the curriculum.
- To plan our curriculum to meet the needs of individual children.
- To recognise that some children will need additional support to ensure access to the whole curriculum
- To recognise the importance of early identification and assessment of children with additional needs.
- To work in partnership with parents, valuing their views and knowledge and keeping them fully involved in their child's learning experience.
- To work collaboratively with other agencies to meet the child's individual needs where necessary.

The co-ordination of provision for children with additional needs.

The additional needs co-ordinator at Stramash Outdoor Nursery is the Nursery Manager.

The role of the additional needs co-ordinator is as follows:

- To support the children with practical measures
- To monitor and review the practical intervention

- To support other members of staff
- To co-ordinate the planning for individual needs
- To liaise with relevant external agencies
- To liaise with, and support parent's
- To attend training as necessary to keep up to date with policies and current issues, and share this information with all staff.

Admission arrangements:

Stramash is committed to working with all children to meet individual needs. We will strive to ensure, as far as possible, that the physical environment is suitable for children and adults with additional needs.

Identifying Special needs and Early Intervention:

All children are given time to settle in and become familiar with their new surroundings and routines. If staff have any concerns about a child they will pass these on to the additional needs co-ordinator, who along with the key worker will observe the child and assess their needs.

Staff will work together in partnership with parents to formulate strategies to support the child. The co-ordinator will take the lead in co-ordinating any additional support for individual children, using a range of approaches to meet these needs. We will write and review Individual Learning Plans as required.

Transitions:

When children move on to another setting we pass on information and records to make the transition as seamless as possible. We would also arrange visits for the child and other professionals e.g. teachers if necessary, to help with the transition.

Evaluation of special needs policy:

We will, along with all staff, evaluate our policy every six months or as the need arises to ensure our policy and practice is effective.

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Admissions Policy

It is our intentions to make Stramash Outdoor Nursery as accessible as possible to children and families from all sections of the local community and further afield.

In order to accomplish this we will:

- Ensure that the existence of the nursery is widely known in all local communities. We will advertise the nursery in places where parents/carers will be able to see and access information.
- Describe the nursery and its practices in terms that make it clear that we welcome fathers and mothers, other relations and carers, ethnic, religious and social groups with or without disabilities. Ensuring our equal opportunities policy is widely known.
- Ensure we are flexible about attendance patterns so as to accommodate the needs of individual children and families.

Prior to a child's attendance at the nursery the parents or carers must complete and sign a registration form. This provides the nursery with the following vital information:

- Name, address and date of birth.
- Starting date and number of sessions required.
- Name, address and contact numbers for the parents/carers
- Emergency contact details
- Any allergies or special dietary requirements.
- Details of the child's doctor
- Illness and inoculation details
- Parental consent for emergency procedures.
- Parents/carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best care of their children. This could include comfort objects etc.

Stramash Outdoor Nursery is registered to accept government funding and therefore we offer free places for either two –five year or three – five year olds, depending on site registration conditions, for the sessions specified by the local authority. When you register your child for their funded or private place, we will discuss your needs and, as far as possible with availability, we will try to accommodate your requirements.

The number of children that attend the nursery will be strictly regulated so that maximum legally permitted numbers will not be exceeded.

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Fire Safety Policy

The Nursery Manager has the overall responsibility for the fire drill and evacuation procedures. The fire drill will be carried out every term or if a new staff member joins the team. These fire drills will occur at different times of the nursery session to ensure evacuations are possible under different circumstances. All staff members, students and volunteers will be shown the fire exit and routes during their induction.

All fire equipment is checked in accordance to the Fire Safety Checklists.

An accurate record of all staff, children and visitors present in the nursery area will be kept at all times. These records will be taken out in the event of a fire.

All fire drills will be recorded in our fire safety file.

Staff, children and visitors can only re-enter the nursery area once the Nursery Manager is satisfied it is safe to do so.

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Induction of New Children Policy and Procedures

Parents are encouraged to stay throughout the first nursery session. This induction session is instrumental for both parents and children in getting to meet our community at the nursery, as well as meeting your child's key nursery worker. Each child at the nursery has a designated key worker. The key worker is in charge of overseeing your child's care, emotional and physical well being. Key workers are of primary importance, acting as a link between home and nursery. During observations, your child's needs and capabilities will be monitored and this will provide an indication as to how the key worker will best support and challenge them in the future. Your key worker will address any concerns or queries you may have regarding your child. This system reflects our open door policy of parents as partners.

When it is time for the nursery children to move on to primary school, they will be involved in transition days with the nursery encouraging schools to allow pupils to come and meet the children who will be starting at their school. The nursery children will also have an opportunity to spend time at their new school.

There will be staff meetings, "pre transition" between ourselves and schools, with staff from schools coming to the nursery and vice-versa.

The written record will be passed to the new school/nursery.

The child's portfolio will be passed to the parents/carers.

As far as it is possible, a post-transition meeting of nursery and school staff will take place.

Stramash Outdoor Nursery

Infection Control Policy

Viruses and infections can be easily passed from person to person by breathing in air containing the virus produced when an infected person talks, coughs or sneezes. They can also spread through contact after touching a person or surface contaminated with viruses.

We maintain high hygiene standards in the nursery to prevent a virus or infection moving around the nursery environment. To do this we follow the infection control procedure:

- Encourage children to use tissues when coughing and sneezing to catch germs.
- Encourage the children to dispose of the tissues in a hygienic way and clean their hands using an antibacterial hand wipe.
- Ensure all staff wear the appropriate clothing when dealing with children who may have had a toileting accident. Staff will dispose of the protective clothing in the bins provided and wash hands immediately.
- The children's toilets are cleaned at regular intervals.
- All equipment will be cleaned on a regular basis by following a cleaning rota and using an antibacterial cleaner.
- The Nursery Manager retains the right of refusal of all children, parents, staff and visitors who are considered to be contagious and may have an impact on the welfare of the rest of the nursery.
- The nursery will ensure hand washing equipment and anti-bacterial hand sanitiser are maintained at all times.
- Staff will encourage the children to wash their hands after using the toilet and before snack and lunch.

Hand Washing

Hand washing is the single most effective practice that prevents the spread of microbes in the nursery. There are many activities that expose both children and the staff to microbes and opportunities to spread them. However, the spread of microbes can be minimised by regular hand cleaning and good hand hygiene.

The children will clean their hands:

- Immediately before eating
- After using the toilet
- When they become very dirty

Hand Cleaning Procedure

As the Stramash Nursery is based outdoors and does not have access to unlimited hot running water, it is necessary to divide the cleaning process into separate stages rather than achieving dirt removal and hand surface sterilisation in one process.

Stage 1 – Dirt Removal

The aim of this stage is to remove all surface dirt and to begin sterilisation – but sterilisation will not be completed in this stage alone.

Step 1: Where thick dirt is present, it will be removed by washing the hands in a bowl of water, using soap and a gentle soft bristle brush.

Step 2: Where only a thin layer of dirt is present, this will be removed using antibacterial hand wipes – again accepting that this will only begin and not complete the skin surface sterilisation process. Where only a thin layer of dirt is present, children will move straight to this step.

Stage 2 – Sterilisation of the skin surface

The aim of this stage is to sterilise the hand skin surface.

Step 3: Excess moisture will be removed from the skin surface using paper towels to improve the effectiveness of the hand steriliser.

Step 4: Sterilisation of hands skin surface will be achieved by applying and rubbing waterless anti-bacterial cleaner over all surfaces until it disappears and the hands feel dry. Only after this stage will the hands be considered to be clean.

Where there is no surface dirt e.g. after investigating rock pools, stage 1 may be bypassed moving directly to Stage 2 with the hands dried and then sterilised using the anti-bacterial cleaner.

Where the hands have clean, dry surfaces, the child can move directly to the final part – Step 4 applying waterless cleaner and rubbing into all hand skin surfaces until dry.

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Staff Induction Policy

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

We have a written induction plan for all new staff, which includes the following:

- Introductions to all staff and volunteers, including visit to main office
- Familiarising with the setting, health & safety and fire procedures
- Ensuring our policies and procedures have been read and are carried out
- Introduction to parents, especially parents of allocated key children
- Familiarising with any confidential information
- Details of tasks and daily routines

The Nursery Manager inducts new staff and volunteers.

The CEO inducts new Nursery Managers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

Stramash Outdoor Nursery

Staffing and Employment Policy

We follow the legislative requirements in accordance with the Care Inspectorate. We operate a “Key worker” system within the Nursery. One member of staff will have overall responsibility for a group of children. The Key worker system ensures each child and family have a link with all staff who are involved in their child’s development.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children’s progress and any difficulties.

We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social, ethnic and cultural groups.

Regular in-house training is available to all staff and volunteers.

We support our staff by means of regular reviews and appraisals.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Stramash Outdoor Nursery

Staff Recruitment Policy

At Stramash Outdoor Nursery we are vigilant in our recruitment procedures aiming to ensure all the people working with children are qualified and suitable to do so.

We do this by the following:

- We will advertise any job vacancies through reputable means
- All applicants will receive a job description and a person specification.
- The Nursery Manager will sit on the interview panel and will be involved in the overall decision making.
- All candidates will be required to produce their identification at the start of the interview and proof that they are eligible to work within the UK.
- All candidates will be asked the same set of questions based on specific areas of child care, safeguarding children, planning and following the curriculum and their understanding of the legal frameworks that are used in the nursery.
- Candidates will be scored by the interview panel for their answers, and also scored for their individual experience and qualifications.
- Based on this information the interview panel will decide who is the most suitable person for the position, taking into account their individual scores and knowledge and understanding of early years and the needs of the nursery.
- Each candidate who has been interviewed will receive written confirmation of their success.
- The successful candidate will be initially offered the position subject to reference, if not done beforehand. They will become a PVG scheme member or an update will be done by Stramash. **These will be taken up BEFORE employment commences.** If anything causes concern regarding the PVG disclosures, then we will contact our case holder.
- All qualifications will be checked and photocopies of certificates taken with permission for the staff members personnel file.
- We will check professional bodies ie SSSC, GTCS, for appropriate registration
- All new staff members will undergo a full induction and be assigned to a senior staff member, who will introduce them to nursery life. As part of the induction, staff members will be given the nursery policies and procedures to read and become familiar with.
- The new staff member will be given reviews to monitor their progress and to ensure the established nursery staff are fully supportive whilst the new staff member settles in.

Stramash Outdoor Nursery

Staff Development and Training Policy

The nursery highly values its staff. It is in the interests of the nursery, the children, their families and the individual, that each staff member are given the opportunity to develop their skills to the maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the high standard of care and education for young children in early years.

We aim to support the development of staff by:

- Offering encouragement and support to achieve a high level of morale and motivation.
- Promoting teamwork through good open communication and involvement.
- Providing opportunities for delegation based on skills and expertise to offer recognition and inspire staff.
- Encouraging staff to further their experience and knowledge by attending relevant external courses where possible.
- Providing regular in-house training relevant to the needs of the nursery.
- Encouraging staff to pass on their knowledge to those who are less experienced.
- Holding annual staff appraisals and set clear objectives for the staff so they are able to further develop over the coming year.
- Offering ongoing support and guidance.