Policies
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Bright Start Day Nursery

Accident Procedures

At the Bright Start Day Nursery we endeavour to provide a safe and well supervised environment for every child.

All staff at the Bright Start Day Nursery complete an Emergency Paediatric course. In addition the Day Nursery Officer/Supernumerary staff complete First Aid at Work.

Fully equipped First Aid boxes are placed in visibly marked positions thought the Day Nursery.

However accidents can happen and in such circumstances the following procedures will be followed:

**Minor Accidents**

Minor accidents can be treated by using a cold compress and TLC. These will be recorded on the Children’s Individual Accident Record Sheet. The individual accident record sheet, records all accidents that occur in the Nursery setting. They are to be completed as soon as the accident occurs.

If a child has an accident the details will be recorded for parents to read and sign upon collection of their child.

**Serious Accidents**

In the case of more serious accidents the Day Nursery will ensure that children receive qualified medical attention as quickly as possible. The College Nurse will be contacted and if necessary will call an ambulance. Parents will be informed immediately.
Bright Start Day Nursery

Children with Additional Needs Policy

Bright Start Day Nursery believes that no child, individual or family, should be excluded from the nursery’s activities because the child has additional needs or disabilities as defined by the Children’s Act 1989 and/or Education Act 1993.

1. The central philosophy of the Day Nursery is one of integration & inclusivity. It aims for functional integration (joint educational and social participation) into the overall provision of the nursery, to enable each child to develop to their full potential.

Confidence, independence and self-reliance will be promoted by Nursery Staff, optimising the integration of children with additional learning needs.

2. An Individual action plan will be drawn up for each child. Plans will be formulated to facilitate the child’s learning and a record kept of the child’s progression. This will be done in collaboration with parents. Detailed discussion will ensure that the specific needs of the individual child are known and arrangements made to meet those needs.

3. An advisory group consisting of individuals from relevant agencies – child care team, therapists, education, social services and any other specialist workers, will be implemented with a view to assisting in monitoring and developing provision for children with special needs.

The Day Nursery will take every opportunity to ensure that the parent of a child with additional needs is welcomed and supported in the same manner as all other children. As a nursery we will support our parents in any way possible and develop a network to acquire the necessary information about specific needs.
Bright Start Day Nursery

Administration of Medication Policy/Procedure

Bright Start Day Nursery requests that parents/carers keep their children at home if they have any infection or are unwell. The Day Nursery is to be informed as to the nature of the infection. The Day Nursery Officer will then alert other parents/carers, if appropriate, and make careful observations of any child who seems unwell.

If a child has been prescribed antibiotics then it is best if the child stays home for the first 48 hours.

On returning to the Day Nursery if a child needs medication the following procedures will be followed:-

- All medication must be clearly labelled with the child’s name, dosage and any instructions.

- The Medicine Consent Form will be used to record the name of the child receiving medication, name of medication, times at which the medication should be administered and signed by the parent/carer.

- Day Nursery staff may administer medication to children under their control. This may take the form of tablets, inhaler or liquid prescribed by the child’s doctor, but only with written consent of the child’s parent/carer. A Day Nursery Medicine Consent form must be completed. All Day Nursery staff will be trained to administer medication. Written records are then kept of all medicines administered to children. Parents are required to sign their child’s individual record sheet to acknowledge the entry.

- Information from the consent form will be logged in the Staff Information Diary and on the Staff Information board.

- The child’s named Key Worker will then take responsibility, under the supervision of the Day Nursery Officer, to administer the medication.

- All medicines will be kept in a locked cabinet or in the fridge if required.
- The Childs Individual Medicine Administration Sheet will contain all of the information from the Consent Form. This will also include the time the last dose was administered; date and time the medication was actually given in case it is different, and signed by the person who administers each dose.

- At the end of each day the information from the Childs Individual Record Sheet will be relayed to the parent/carer and the parent/carer will sign the Record Sheet to acknowledge the entry.
Bright Start Day Nursery

Admissions Policy

Key Contacts:  
Maxine Thomas - Director of Learner Services  
01437 753245  
Rachael Rendell - Day Nursery Officer  
01437 753153

Bright Start Day Nursery offers childcare for pre-school children aged 0-7 years.

The Nursery is open Monday - Friday from 8.00 am to 6.00 pm throughout the year, apart from bank holidays and the period between Christmas and the New Year.

We are members of the Pre-School Playgroups Association and insured fully through them.

We are registered to take 38 children at any one time.

Bright Start Day Nursery provides care through a medium of both English and Welsh. Full details of our daily routines and activities are provided in your Welcome Pack and also will be explained to you on your visit to the Nursery.

Financial support is available to students through the Financial Contingency Fund.

While our healthy breaks and afternoon snacks are catered for within the costs, lunch is an additional cost per day and parents have the option of sending in a packed lunch, clearly labelled with their child’s name on it. Breakfast can also be provided at a nominal cost per day which will include a choice of cereals and toast.

Staff ratios are as follows:

1 staff member per 3 children aged between 0-2 years  
1 staff member per 4 children aged between 2-3 years  
1 staff member per 8 children aged between 3-8 years

A waiting list will be in operation and as vacancies occur prospective parents will be informed.
Allocations are made as follows:

1. Students
2. Staff
3. General public

Bright Start Day Nursery will:

1. describe the nursery and its practices in terms which make it clear to both parents, other relations and other carers including childminders, people from all cultural, ethnic, religious and social groups, with or without disabilities, all are welcome;

2. arrange informal visits to the nursery for parent/carers and children prior to the offer of a place.

3. monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place;

4. make the equal opportunities policy widely known.

We are Inspected Annually by the Care and Social Standards Inspectorate Wales (CSSIW) and also seek their advice and guidance when necessary.

Any parent/carer who is uneasy about any aspect of the Day Nursery’s provision should talk over any worries or concerns with the Day Nursery Officer. A full copy of our Complaints Procedure is provided in the Policy Pack. If the parent/carer is not happy with the outcome they can contact the Care and Social Standards Inspectorate Wales (CSSIW) at:

The Care and Social Standards Inspectorate Wales
South West Region
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT

Tel: 01267 245 160
Bright Start Day Nursery

Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed with the Nursery and explained to all newcomers, both children and adults.

- All staff in the Nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.

- All staff will provide a positive role model for the children with regard to friendliness, care and courtesy.

- Staff in the Nursery will praise and endorse desirable behaviour such as kindness and willingness to share.

- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

- Negative behaviour – Most children at certain stages of development demonstrate behaviour that is negative. Children may demonstrate negative behaviour verbally or physically eg. biting/swearing. We recognise that children may display negative behaviour due to the fact that they are still exploring their emotions and understanding of what is socially accepted.
When children behave in unacceptable/negative way:

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
- Children who behave in an unacceptable/negative way will be given one-to-one adult support in seeing what was wrong and working towards a better pattern of behaviour.
- Where appropriate this might be achieved by a period of “time out” with an adult.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of unacceptable/negative behaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Staff will not shout, or raise their voices in a threatening way.
- Staff in the Nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- If behaviour results in an injury to another child/adult eg a bite or damage to property the incident should be recorded in the accident / incident book.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
- Recurring problems will be tackled by the Nursery, in partnership with the child’s parents, using objective observation records to establish an understanding of the cause. Parents will be invited to a meeting and an appropriate action plan will be decided together. If the situation persists, outside agencies may be contacted to offer constructive, confidential advice.
- Staff will be aware that some kinds of behaviour may arise from a child’s special needs and appropriate support/arrangements will be agreed with parents.

Bullying – Staff recognise that on occasions children may be the victim or perpetrator of bullying. Staff should ensure that comfort is provided to the victim of bullying. The child’s parents should be informed and offered support, ensuring anonymity of children involved. Staff should sensitively manage a child who is bullying and acknowledge the child’s stage of development/understanding whilst ensuring the inappropriateness of the
behaviour/actions are made clear. Staff should inform parents, maintaining confidentiality and offering support.

- Staff training – The designated person for behaviour management should update their training regularly and inform the nursery team of any developments.
<table>
<thead>
<tr>
<th>Rule About</th>
<th>Covers</th>
<th>Example</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement</td>
<td>Movement in and around the room</td>
<td>No running.</td>
<td>Otherwise you will not be allowed ‘free choice’ and set an activity.</td>
</tr>
<tr>
<td></td>
<td>Chairs/equipment away etc</td>
<td>We must all help to ‘tidy up’ - no matter if you did not use certain equipment.</td>
<td>Do not proceed with ‘break time’ procedure</td>
</tr>
<tr>
<td>Communication</td>
<td>Working noise</td>
<td>We must not shout.</td>
<td>Will be ignored if shouting out. Everyone has to be quiet for a couple of minutes. Possible discussion with parents.</td>
</tr>
<tr>
<td></td>
<td>Hurtful language</td>
<td>We must not use hurtful or nasty language.</td>
<td></td>
</tr>
<tr>
<td>Treatment</td>
<td>The way we treat one another</td>
<td>Always remember to say ‘please’ and ‘thank you’ - be polite to one another. Be kind to each other.</td>
<td>Reminded and not given snack/equipment until asked for appropriately. Apologise if rude.</td>
</tr>
<tr>
<td></td>
<td>Manners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>Use of equipment</td>
<td>Take care when using all equipment and whilst doing activities.</td>
<td>You will not be allowed to use the equipment or do the activities.</td>
</tr>
<tr>
<td></td>
<td>Safe behaviour</td>
<td>Be careful with your younger friends.</td>
<td>You will have to sit quietly for a few minutes.</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>The way we deal with problems between each other</td>
<td>Discuss the problem between pairs/groups etc - shake hands to rekindle friendships/say sorry. Give them a hug.</td>
<td>Lose freedom/play as relevant. Possible discussion with parents.</td>
</tr>
<tr>
<td>Learning</td>
<td>The way we learn in our room</td>
<td>Listen to others’ ideas.</td>
<td>Not listening to their ideas if they don’t listen to others.</td>
</tr>
<tr>
<td></td>
<td>How to get the adults attention/assistance</td>
<td>Encourage children to praise other children’s work.</td>
<td>Praise them.</td>
</tr>
<tr>
<td></td>
<td>Co-operation between children</td>
<td>Try not to interrupt when adult is talking to others.</td>
<td>Withdrawal of ‘choice of play’ if not co-operating.</td>
</tr>
</tbody>
</table>

If a child does not respond to the behaviour modification efforts of the staff and is a serious threat to the well-being of other children, then following a period of consultation with the parents, the Nursery Manager will exclude the child.
Bright Start Day Nursery

Child Protection Policy

(Addendum to the College’s Safeguarding Policy)

We intend to create in our nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

We will at all times act in compliance with the All Wales Child Protection Procedures 2008.

It will be made clear to applicants for posts within the nursery that positions are exempt from provisions of the Rehabilitation of Offenders Act 1974. All appointments both paid & voluntary will be made in accordance with the Pembrokeshire College Safeguarding Policies & Procedures.

All appointments both paid and voluntary will be subject to a probationary period and will be both List 99 and enhanced CRB checked in order to assess their suitability.

Staff Development

The Director Learner Services and Day Nursery Officer will ensure that all staff of the Day Nursery undertake the Accredited Tier 1 Training of the Pembrokeshire Safeguarding Children Board. This will ensure that they recognise the symptoms of child abuse which include physical, neglect, emotional and sexual abuse. All staff will have access to the All Wales Child Protection Procedures and to the College’s Senior Designated Lead with whom they can raise concerns.

The layout of the Nursery will permit constant supervision of all children.

Respond appropriately to suspicions of abuse.

All staff will be made aware of the College’s Safeguarding Policy and the procedures for recording/reporting concerns. All staff will be notified and have access to the Nexus Safeguarding Page.
The College Designated Senior Lead for safeguarding is the Director of Learner Services (DLS), Maxine Thomas (Contact Details: 01437 753245 or 07989 430703).

The College’s deputy designated person is the Director of Human Resources (DHR), Kathryn Robson (Contact details: 01437 753192).

Contact can also be made directly to Pembrokeshire County Council Childcare Assessment team:

<table>
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<tr>
<th>Duty Social Worker</th>
<th>Duty Manager</th>
<th>Out of Hours</th>
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<tr>
<td>01437 776 322/325</td>
<td>01437 776 324/330</td>
<td>08708 509 508</td>
</tr>
</tbody>
</table>

And/or Dyfed Powys Police on 0845 3302000. Day Nursery staff are aware that any concerns should be raised with the DLS or DHR and in the first instance they can also raise concerns with the Day Nursery Officer.

All concerns will be treated in accordance and compliance with the All Wales Child Protection Procedures.

In the event of an allegation being made against a member of staff the member of staff would be referred under the All Wales Child Protection Procedures and the Pembrokeshire College Safeguarding & Complaints Policies by the Director of Learner Services. CSSIW will be notified.

**Record Keeping**

Whenever worrying changes are observed in a child’s behaviour, physical condition or appearance a confidential record will be kept. The record will include in addition to the name, address and age of the child, timed and dated observations, describing objectively and child’s behaviour, appearance, without comment or interpretation, the exact words of the child will be recorded.

These records will be held confidentially by the Director of Learner Services.

**Liaison with other Bodies**

The Bright Start Day Nursery will act at all times in compliance with the All Wales Child Protection Procedures. Any referral to external agencies will be made by the Director of Learner Services or in their absence the Director of Human Resources.
Conclusion

The Bright Start Day Nursery will at all times put the care, welfare, wellbeing and safety of the child first and will at all times adhere to legislative requirements and the College’s Safeguarding Policy.

All Day Nursery staff are in a position of trust and are required to read and abide by the Safer Working Practice Guidance for Adults who work with Young People in Educational Settings.
Bright Start Day Nursery

Code of Good Practice

Bright Start Day Nursery understands that good practice is a combination of critical factors which include observing, assessing and record keeping.

They understand the child’s progress, the child’s needs, the child’s development and the need to evaluate the child’s learning.

Some of the features of Good Practice at the Nursery are:-

1. Children will feel secure, valued, respected, confident and will develop a sense of achievement through learning which is pleasurable and rewarding both within the nursery setting and at home.

2. The primacy of parents as educators is acknowledged and a partnership, based on shared understanding, mutual respect and discussion, is developed.

3. The physical environment supports learning with appropriate space, facilities, high quality equipment and resources. It is organised with imagination and care and has due regard to health and safety.

4. Children are encouraged to participate in a range of experiences which take account of and are appropriate to their developing physical, intellectual, emotional and social abilities.

5. Guidance, praise and encouragement are applied in a consistent manner.

6. The Day Nursery will have knowledge of children’s backgrounds, interests and earlier learning and apply it to achieve high standards.

7. Children are encouraged to discuss, converse, analyse and generally talk about their experiences.

8. Children’s progress will be assessed and recorded through frequent observation and discussed regularly with parents.

9. Strategies for early identification of children’s particular needs are implemented and appropriate referral is made and support sought.

10. There is a good liaison with other agencies and carers and these contacts are used in planning for individual children.
Close relationships, based on mutual respect and support, are established between the Nursery and the next stage of education.

The Day Nursery has access to appropriate initial and in-service training for its entire staff.
Bright Start Day Nursery

Collection / non-collection of Child Procedure

Collection and non collection of children

The nursery has an obligation to stay with any uncollected child at the end of the day, until that child is collected.

In the event of this happening the Day Nursery Officer will inform the Director of Learner Services to ensure all procedures are taken into account.

We insist on 2 emergency contact numbers for all children.

The Nursery must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the officer in charge should check this description before permitting the child to leave.

A record will be kept of all children who are not collected by the due time. This will note the dates, the time at which the child was collected, who collected the child and the reason given.

If any child is not collected within a reasonable time Social Services have to be contacted in order to protect the child.
The Bright Start Day Nursery offers a warm welcome to all children and families and by working in partnership with parents/carers provides a caring environment, where all children can learn and develop as they play.

Suggestions on how to improve the provision in the Day Nursery are welcome.

Parents/carers and children are entitled to expect courtesy and prompt attention to their concerns and wishes.

MAKING CONCERNS KNOWN

Any parent/carer who is uneasy about any aspect of the Day Nursery's provision should talk over any worries and anxieties with the Day Nursery Officer.

If there is no satisfactory outcome within 14 Days, or the problem re-occurs, the parent/carer should:

- put their concerns in writing this will be acknowledged by the College within 3 working Days of receipt.
- request a meeting with the Day Nursery Officer
- have a written record of the discussion taken

We will attempt to resolve any complaint at a local level within 15 days and confirm in writing to the complainant the agreed resolution.

If a parent/carer wishes to make a formal complaint in writing this would be referred to the Director of Learner Services in accordance with the College Complaints Policy. The Director of Learner Services would then investigate as the designated person and report formally under the College’s Complaints Policy. The Director of Learner Services will inform CSSIW of any written complaints, the process of the investigation and their outcome.

If the parent/carer is not satisfied that the matter has been resolved, the parent/carer should contact the College Principal.
In certain circumstances it will be necessary to involve The Care and Social Services Inspectorate Wales who have a duty to ensure that the requirements of the Children’s Act 1989 are met.

Wales PPA work in partnership with the Local Authority and CSSIW to encourage high standards. CSSIW would be involved if:

- a child appeared to be at risk of any kind
- there appeared to be a possible breach of registration requirements

In these cases the parents/carers and the Day Nursery will be informed and the Wales PPA Fieldworker/Regional Executive Officer, will work with the Local Authority and CSSIW to ensure that the complaint is properly investigated and appropriate action taken.

Complaints should be made constructively and resolved at an early stage. In the best interests of the parents/carers, children and the Day Nursery, complaints must be taken seriously, and dealt with fairly and confidentially.

The Director of Learner Services will notify the complainant of any outcome.

An accurate and detailed record will be kept by the Director of Learner Services of all complaints, which will include the following information:

- Name of complainant
- Nature of complaint
- Date and time of complaint
- Action taken in response to complaint
- Result of complaint investigation
- Information given to complainant

We are inspected annually by the Care and Social Standards Inspectorate Wales (CSSIW) and also seek their advice and guidance when necessary.

Any parent/carer who is uneasy about any aspect of the Day Nursery’s provision should talk over any worries or concerns with the Day Nursery Officer or Director of Learner Services. If the parent/carer is not happy with the outcome they can contact the Care and Social Standards Inspectorate Wales (CSSIW) at:

The Care and Social Standards Inspectorate Wales
South West Region
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT

Tel: 01267 245 160
Bright Start Day Nursery

Confidentiality Policy

Bright Start Day Nursery work with children and families who will sometimes share confidential information with Nursery staff.

To ensure that all those who work in the Day Nursery can do so with confidence, confidentiality will be respected in the following ways:

- Parents/Carers will have ready access to any files and records of their own children in accordance with the Data Protection Act.
- Staff will not discuss individual children, other than for the purpose of curriculum planning or group management with anyone other than the parents/carers of that child or the Director of Learner Services should there be concerns over the child.
- Information given by parents/carers to the officer or any member of staff will be treated in compliance with this policy.
- Any anxieties/evidence relating to a child’s personal safety should be kept in a confidential file and should not be shared within the Day Nursery except with Director of Learner Services or their deputy in their absence.
- Issues to do with the employment of staff will be dealt with under the College’s Human Resources policies.
- Students, whether observing or on placement in the day Nursery, should be advised of our confidentiality policy and will be required to accept it.
- The safety and well being of the child will always be of paramount importance and confidentiality managed in the context of the All Wales Child Protection Procedures.
Bright Start Day Nursery
Equal Opportunities Policy for Children

The Day Nursery is committed to policies, procedures and practices which do not discriminate on grounds of gender, disability, religion, ethnic origin, race, culture, age, social class or other beliefs.

A positive commitment to equality of opportunity is one of the day nursery’s central principles.

In implementing the policy the ‘Day Nursery’ will:-

1. Offer equal opportunities in registration procedures
2. Take positive steps in educating the nursery team to ensure their responsibility for enhancing and promoting this policy whilst working with our children and families
3. Take appropriate action to protect the nursery children from any form of discrimination by individuals or groups within the setting
4. Monitoring will be carried out by the Day Nursery Officer

The Day Nursery offers a warm welcome to all children and families and by working in partnership with parents/carers provides a caring environment, where all children can learn and develop as they play.

Any parent/carer who is uneasy about any aspect of the day nursery’s provision should talk over any worries and anxieties with the Day Nursery Officer. A full copy of our Complaints Procedure is provided on our website and in your Policy Pack. If the Parent/Carer is not happy with the outcome they can contact the Care and Social Standards Inspectorate Wales (CSSIW) at:

The Care and Social Standards Inspectorate Wales
South West Region
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT

Tel: 01267 245 160
Please also note the College's Senior staff responsible for Equality & Diversity are:
Maxine Thomas - Director of Learner Services: - 01437 753245
Email Maxine@pembrokeshire.ac.uk and
Kathryn Robson - Director of Human Resources: – 01437 753192
email KathrynR@pembrokeshire.ac.uk.
Bright Start Day Nursery
Exclusion of an Ill Child Policy and Procedure

1 Parents/carers will be asked to keep their children at home if they have any infection, and to inform the Day Nursery as to the nature of the infection so that the Day Nursery can alert other parents/carers if necessary, and make careful observations of any child who seems unwell.

2 Information regarding exclusion periods for the common communicable diseases and infections is displayed on the Parents/carers Notice Board.

3 Parents/carers will be asked not to bring into the Day Nursery any child who has been vomiting or had diarrhoea until at least forty-eight hours has elapsed since the last bout of illness.

4 Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

5 If a child is on prescribed medication the following procedures should be followed:-

   ● All medication must be clearly labelled with the child’s name, dosage and any instructions.

   ● Day Nursery staff may administer medication to children under their control. This may take the form of tablets, inhaler or liquid prescribed by the child’s doctor, but only with written consent of the child’s parent/carer and the completion of one of the Day Nursery Medicine Consent forms. All Day Nursery staff will be trained to administer the medication. Written records are then kept of all medicines administered to children, and parents sign the record book to acknowledge the entry.

   ● All medicines should be kept in a locked cupboard

   ● The Medicine Consent form will be used to record the name of the child receiving medication, name of medication, times at which the medication should be administered and signed by the parent/carer.

   ● The Day Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in packages until needed.
Information Sources

1 The Day Nursery will work closely with the College’s Health Nurse and maintain links with Health Visitors. Up to date Information and advice will be gathered from the local Health Authority Information Services and/or other health agencies as required.

2 Parents/carers will have the opportunity to discuss health issues with the staff and have access to information available to the Day Nursery.
BRIGHT START DAY NURSERY

FIRE AND OTHER EMERGENCY EVACUATION PROCEDURES

Pembrokeshire College has an automatic fire detection system incorporating manually operated break glass call points throughout the college.

On discovery of a fire operate the nearest break glass point.

The alarm has two distinct sounders – a continuous shrill tone indicating a fire emergency and an intermittent alarm which signals some other emergency (i.e. Bomb Threat)

Within the DAY NURSERY the fire alarm operates a FLASHING STROBE BEACON only for both types of alarm.

On the operation of the fire alarm day nursery staff will ensure that they are ready to evacuate the premises should they be instructed to do so.

A member of the fire response team will liaise with day nursery staff to keep them informed of the nature and location of the incident.

Should a fire or other emergency situation involve the G7 or F7 corridor a member of the fire response team will instruct the staff to evacuate the day nursery.

On evacuation, day nursery staff and children will proceed to the far end of the visitors car park.

In the event of a fire or suspected fire within the day nursery, staff will raise the alarm and immediately evacuate all children to the visitors car park.

Staff are to remain calm and stay with the children at all times.

J Rollinson
Pembrokeshire College Health, Safety & Environment Manager
Bright Start Day Nursery

Health & Community Care


1. It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all employees, and other persons.

And

2. It shall be the duty of every employee, and student, whilst on College Premises to take reasonable care for the health, safety and welfare of himself/herself and of other persons who may be affected by his/her acts or omissions.

So

3. We all have a duty to make the Day Nursery as safe a working environment as it is practicable to achieve.

Therefore

4. Be sure you comply with the following rules:

4.1. It is everyone’s responsibility to ensure the Day Nursery is kept clean and tidy at all times – return equipment to its proper storage area.

4.2. Ensure all waste materials are placed in the bins provided.

4.3. Report all accidents – if injured seek first-aid attention immediately. The accident reporting procedure of the College must be adhered to. Any accident incurred by a member of staff or any accident involving a child that requires first aid over and above the application of a cold compress and TLC must be reported via the College accident procedures.

4.4. Know the location of the nearest fire exit, and your assembly point.

4.5. Know the location of the nearest fire extinguisher and alarm point.

4.6. Act responsibly – horseplay causes accidents!

4.7. Ensure only authorised persons are permitted entry into the Day Nursery.

4.8. Where possible place all items which could cause injury to children out of reach.

4.9. Report all defective or damaged equipment immediately – do not attempt to fix it yourself.
Bright Start Day Nursery
Health and Hygiene – Policy and Practice

The Day Nursery will promote a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This will be achieved in the following ways:-

- Food
- Outdoor play
- Illness
- Information sources
- Hygiene

Food

All meals and snacks provided will be nutritious and due attention will be paid to the children’s particular dietary requirements.

When cooking with children as an activity, adults will wear appropriate clean clothing and wash both their own and the children’s hands before handling food. The food provided should be healthy and wholesome, promoting and extending the children’s understanding of a healthy diet.

Outdoor Play

Children have the opportunity to play in the fresh air throughout the year, either in the Day Nursery’s own outside area or on outings around the grounds or to the park.

The outdoor play is extended in the children’s own “Living Garden” which includes an outdoor story telling area, bird tables, vegetable plot, herb garden, bog garden, observation rockets and bits of wood.

Illness

6 Parents/carers will be asked to keep their children at home if they have any infection, and to inform the Day Nursery as to the nature of the infection so that the Day Nursery can alert other parents/carers if necessary, and make careful observations of any child who seems unwell.

7 Information regarding exclusion periods for the common communicable diseases and infections is displayed on the Parents/carers Notice Board.

8 Parents/carers will be asked not to bring into the Day Nursery any child who has been vomiting or had diarrhoea until at least forty-eight hours has elapsed since the last attack.
9 If the children of staff are unwell, they will not accompany their parents/carers to work in the Day Nursery.

10 Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

11 If a child is on prescribed medication the following procedures should be followed:

- The child’s parent/carer will, if possible, administer the medicine. All medication must be clearly labelled with the child’s name, dosage and any instructions.

- Day Nursery staff may administer medication to children under their control. This may take the form of tablets, inhaler or liquid prescribed by the child’s doctor, but only with written consent of the child’s parent/carer and the completion of one of the Day Nursery Medicine Consent forms. All Day Nursery staff will be trained to administer the medication. Written records are then kept of all medicines administered to children, and parents sign the record book to acknowledge the entry.

- All medicines should be kept in a locked cupboard

- The Medicine Consent form will be used to record the name of the child receiving medication, name of medication, times at which the medication should be administered and signed by the parent/carer.

- The Day Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in packages until needed.

**Information Sources**

3 The Day Nursery will maintain links with Health Visitors and the vast expertise and experience of the Childcare team in the College and gather health information and advice from the local Health Authority Information Services and/or other health agencies.

4 Parents/carers will have the opportunity to discuss health issues with the staff and have access to information available to the Day Nursery.
Hygiene

To prevent the spread of all infection, adults in the Day Nursery should ensure the following good practices are observed:-

1 Personal Hygiene

- Hands washed after using the toilet
- Children with pierced ears will not be allowed to try on or share each other’s earrings
- A large roll of tissue will be available and children, if able, encouraged to blow and wipe their noses as necessary. Soiled tissues will be disposed of hygienically
- Children will be encouraged to shield their mouths when coughing
- There will be a minimum of one toilet and one washbasin available per ten children
- Potties, trainer seats for toilets, nappy changing facilities and the provision for discarding disposable nappies will be available
- The use of electric hand dryers will be supervised. Paper towels will be available and disposed of appropriately when used
- Hygiene rules related to bodily fluid will be followed with particular care, and all staff and volunteers will be aware of how infections, including HIV infection, are transmitted.

2 Cleaning and Clearing

- All toilets, potties, toilet seats and changing mats will be sprayed and wiped with a sanitising concentrate in-between each child’s use, to stop the risk of possible cross infection of as yet unknown infections
- Spills of blood, vomit or excrement should be wiped up and flushed down the toilet. Rubber gloves will always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected with sanitising concentrate according to the manufacturer’s instructions. Fabrics contaminated with body fluids will be thoroughly washed in hot water.
- Spare laundered pants and other clothing will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments.
3  Food

The Day Nursery will observe current legislation regarding food hygiene, registration and training. In particular each adult will:-

- Always wash hands under running water before handling food and after using the toilet
- Ensure the kitchen is free from contamination, eg rodents, flies, etc
- Never cough or sneeze over food
- Use different cleaning cloths for kitchen and toilet areas
- Prepare raw and cooked foods in separate areas.
Bright Start Day Nursery

Health & Nutrition Policy

Bright Start Day Nursery aims to offer high quality childcare. We recognise the need to encourage healthy eating habits from an early age, as this will help children to reach their full potential in terms of growth and development. Well-balanced and nutritious meals/snacks are provided for the children. The Nursery participates in the Healthy Nurseries scheme and to date has received two awards. For 2010/11 we are also participating in the Design to Smile initiative.

Meal provision

Our weekly menu will provide children in our care with a tasty varied diet that fulfils their nutritional requirements for growth and development that is appropriate for their ages.

Foods for under fives will be included from all 5 food groups,
- A variety of bread, cereals, rice, pasta and potatoes
- Fruit and vegetables
- Meat, fish, pulses and alternatives
- Fats – butter, spreads and oils
- All puddings provided are based on fruit and/or milk
- Fresh fruit is always available at mealtimes
- Processed meat products such as sausages, burgers and fish bites are served at a maximum of one main meal each week. If these are provided, healthier cooking methods are used, eg they are oven cooked or grilled rather than fried.
- All the children in our care will have suitable food made available for them.
- Children will have access to bread or fruit if they are hungry between meals.

Meal/Snack provision

Parents of children who are on special diets will be asked to provide as much information as possible about suitable foods and in some cases may be asked to provide the food themselves.
- Cultural dietary habits are respected. Parents or carers are requested to provide details of foods eaten (and not eaten) by the child and make sure everyone involved in caring for children knows about these.
- Mealtimes/snack times are used as an opportunity to encourage good social habits. For example, whenever possible children and adults eat together to encourage good habits and conversation.
- Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat.
- Children will never be left unattended while eating / drinking.
- Attention will be paid to the presentation of food so that children are encouraged to try new things.
- The weekly menu including snacks will be on display in advance.
- Advice will be offered to parents about suitable foods to bring from home
- When snacks are given between meals they are healthy and nutritious and help provide children with the energy and nutrients they need.
- All snacks will be served on plates/dishes.
- All snacks will be sugar-free to avoid causing damage to health
• Fresh fruit is an ideal snack choice.

Drinks

• Fizzy drinks and squashes are not offered
• Water will be available at all times
• Whole milk or water is provided for children as a drink between meals

Diluted fruit juices will only be given with the main meal, these are well-diluted (one part juice to eight parts water) and given only at mealtimes, to avoid causing damage to teeth.

Rewards and special occasions

Praise and attention are used to help develop children’s self-esteem and to act as a positive reward for good behaviour. Sweets and confectionary should not be given as rewards. Withholding food will not be used as a form of punishment. Celebration of birthdays and other special occasions, e.g. Easter - focus on the sense of occasion rather than the provision of rich, sugary food and drinks.

Activities

• Healthy eating is promoted through a range of activities for the children including play, stories, music outings, cookery etc
• The nursery participates in special campaigns and initiatives such as healthy eating campaigns, healthy snacks awards etc
• Children will be encouraged to play outside every day, weather permitting. This will ensure that they have an opportunity to be exposed to summer sunlight, which helps their bodies to make vitamin D. Ensure children are provided with adequate sunscreen and sunhats.

Safety

• All Day Nursery staff will complete Basic Food Hygiene Certificate.
• Adults and children should practice regular and good hand washing procedures
• All food handling staff to wear adequate clean protective clothing.
• All food to be served immediately after preparation
• Foods will not be reheated
• All storage, preparation and service of food will be carried out in accordance with the relevant food hygiene and safety regulations
• Food handlers suffering from diarrhoea and/or vomiting will be excluded from their duties until recovered and free from symptoms for a least 48 hours
• Children and infants suffering from diarrhoea and/or vomiting will be excluded from their place setting until recovered and free from symptoms for at least 48 hours.
Bright Start Day Nursery

Health and Safety Policy Statement
(Addendum to main college Health & Safety Policy)

It is the policy of the Day Nursery as far as reasonably practicable to meet its responsibilities for providing a safe, healthy workplace and environment for all staff, children, parents, students and other visitors as required by the Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1992.

Particular emphasis is placed upon such factors as:

1. The health, safety and welfare of children, parents, staff, students and visitors whilst on the Day Nursery premises.
2. Maintain the physical integrity of the Day Nursery building.
3. Safe working practices and procedures.
4. Appropriate first aid facilities and arrangements.
5. Equipment that is safe and properly maintained.
6. The safe use, handling, storage, disposal of all substances and articles used in the Day Nursery.
7. The appropriate provision of information, signs and statutory notices.
8. Appropriate fire fighting equipment and procedures.
9. Providing a safe system of work by encouraging joint consultation and participation in improving health, safety and welfare standards.
10. Encourage staff, parents and students to participate in health and safety programmes.
11. Complying with the requirements of safety legislation and approved codes of practice.
12. Recording, which is exposed to statistical, analysis to supply management information.
13. Investigation and recording of accident, incidents and near miss incidents.
14. Risk assessments to identify potential hazards in the Day Nursery.
15. Monitoring and recording of safety performance by auditing and periodic review of policies.
16. Officers:

  **Kathryn Robson** - Director of Human Resources and Staff Services, Management responsibility for Health & Safety.
  **Maxine Thomas** - Director of Learner Services – Senior Manager responsible for Day Nursery provision and Health & Safety across the Directorate.
  **Rachael Rendell** - Day to day management, policy implementation.
  **Jim Rollinson** - Daily co-ordination of, and advice on, health and safety policies, training and first aid.

In addition to the above individuals, health and safety management is extended throughout the Day Nursery via the Day Nursery team.

Under the Health and Safety at Work Act 1974 and most recently the Management of Health and Safety at Work Regulations 1992, it is the responsibility of the Day Nursery users to assist and cooperate in ensuring that the highest standards of health, safety and welfare are maintained. In particular the Day Nursery expects all staff to facilitate the achievements of this health and safety policy by setting an example of the highest standard.

This policy statement will be revised as necessary to reflect new or changing responsibilities in legislation, codes of practice or other good causes.
Bright Start Day Nursery

Lost/Missing Child Procedure

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of the children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Prevention – Steps taken by Bright Start Day Nursery

The Bright Start Day Nursery has many procedures to prevent a child becoming lost. These are listed below:

On Bright Start Nursery Premises:

- Security Coded Doors are fitted to Main Entrances of the Day Nursery.
- Garden Gates are secured when the children are in the garden or when entrance door is open.
- Sign/Sign out sheets and Registers are kept up to date at all times.
- A member of Staff is always in the Entrance Room when Children are present.
- Staff will only open the Entrance door to known persons.
- Appropriate steps are taken to ensure that the premises and surrounding site is secure
- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place at intervals during each session.
- Key workers of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child’s arrival and departure is noted by a member of staff.
- Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.
On Visits/Outings

- Child Lists are given to Day Nursery Officer.
- Itinerary given to Director of Learner Services and Day Nursery Officer, which includes details of Venue and Departure and Arrival times and Staff attending.
- Children are signed in and out by staff.
- Correct child to staff ratios are met at all times.
- Children are given one member of staff as their key worker whilst on the trip.
- Regular head counts take place during visits.

Procedure – in the unlikely event of a child becoming lost

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event of a child becoming lost, the following step-by-step procedure has been agreed by staff:

- The Manager/Officer or most senior member of staff at the time will take an immediate roll call of all children.
- If it is discovered that a child is unaccounted for then a full search of the nursery building and its immediate surroundings will take place.
- Pembrokeshire College’s incident procedures will be implemented and security will be informed to assist with the search of the college buildings.
- On no account will any other children be left unsupervised at any time.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of a child, the emergency services via the College’s PC liaison officer and the parent/guardian will be contacted by the Director of Learner Services, or in their absence by the Director of Human Resources.
- On the arrival of the emergency services the child’s parent/guardian the Director of Learner Services will be responsible for appraising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.

Outings/Visits

- One Member of staff search surrounding area.
- Notify the Director of Learner Services to instigate the College’s incident response procedure this will include notifying the College Principal/APC.
- The Director of Learner Services will contact the Parents and Police.
- Notify when appropriate Officials of the visited area.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.
Nappy Changing and Toileting Policy

No child is excluded from participating in Bright Start Day Nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents. Bright Start Day Nursery aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet. If a child is in nappies, these will be changed as necessary.

Procedures for children that are toileting or potty training

- At Bright Start Day Nursery we will maintain each child’s privacy.

- All staff are familiar with the hygiene procedures and carry these out when toileting children.

- During toileting staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the experience.

- Staff will wear protective gloves and apron when supporting children during toileting. These will be disposed of after each use.

- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.

- Bright Start Day Nursery staff will remind children to use the toilet/potty regularly.

- Potties are available for children too small to use the toilet or those who feel more confident using a potty.

- Toilet and flush handle is wiped down with antibacterial wipes/spray after each child has used the toilet or potty.

- All children will be encouraged to adopt good personal hygiene by washing their hands properly. Bright Start Day Nursery will provide visual reminders to show good hand washing practice.
- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.

- Activities and routines will also include reminders about the need for good personal hygiene.

- Only staff members with Criminal Records Bureau (CRB) Enhanced Disclosure clearance will undertake toileting duties.

- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.

**Procedures for nappy changing**

- At Bright Start Day Nursery we will maintain each child’s privacy.

- During nappy changing staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the nappy changing experience.

- All staff are familiar with the hygiene procedures and carry these out when changing nappies.

- Staff will wear protective gloves and apron when changing nappies/pull ups. These will be disposed of after each use.

- Nappy changing will take place throughout the session at timed intervals, also as and when required. Children will also be checked periodically and changed as needed.

- Where possible, key workers change their own key child’s nappy. If this is not possible, another member of staff (with whom the child is familiar/comfortable with) will undertake this task.

- Key persons are gentle when changing; they avoid pulling faces and making negative comment about ‘nappy contents’.

- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children.

- All children are changed in the nappy changing room on the changing mat.

- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.

- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
• Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

• All used pull-ups and nappies will be disposed of in the on-site yellow nappy refuse bin and removed daily.

• All nappy changes will be recorded in our changing records.

• Only staff members with Criminal Records Bureau (CRB) Enhanced Disclosure clearance will undertake nappy changing.

• Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.
BRIGHT START DAY NURSERY

Operational Procedure for safe conduct on outings

We recognise that children can learn a great deal from going on trips.

We always inform parents in advance of when a trip is due to take place and where we intend to go.

Bright Start Day Nursery holds full insurance cover for excursions.

If you wish your child to take part in an outing, you will be required to sign a permission slip.

For safety reasons, child/adult ratios will not exceed CSSIW regulations at any time.

An appropriate age-related safety restraint (car seat/booster seat) for transport must be provided by the parent. If you feel that your child is old enough to use an adult seat belt, you will need to state this on the parental consent form.

Staff request that parents dress their children appropriately for the outing, providing hats/sunscreen and spare clothes as necessary.

All staff accompanying children on the visit will be given written details of Lost Missing Child procedures to be used in an emergency and/or separation from the group.

Each member of staff is responsible for named individual children throughout the day.

We provide appropriate equipment e.g. pushchairs/reins/nappies.

A minimum of two qualified first aiders will be present during the trip with first aid kit.

For ease of organisation we provide food and drink as necessary for the period of the trip with normal meal prices applying.

Signed consent forms, children's registration forms and parental contact numbers will be carried at all times.
**Nursery staff undertake to:**  
**Parents agree to:**

<table>
<thead>
<tr>
<th>Nursery staff undertake to:</th>
<th>Parents agree to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow for a settling-in time. The length required for this depends on the individual child</td>
<td>Attend nursery with your child during this settling-in time until he or she is happy to be left</td>
</tr>
<tr>
<td>Provide ‘open-house’ nursery and you are welcome at any time</td>
<td>Open house policy</td>
</tr>
<tr>
<td>Maintain a daily attendance register</td>
<td>Inform us of any reasons for absences</td>
</tr>
<tr>
<td>Not allow anyone except you or a person authorised by you to take your child home</td>
<td>Inform us if you cannot collect your child and tell us who will do so on your behalf, including the introduction of the third party or a recent photograph and password</td>
</tr>
<tr>
<td>Plan a programme of activities to meet your child’s individual needs, based on recorded observation</td>
<td>Share your children’s interest by talking with them, about what they have been doing in nursery</td>
</tr>
<tr>
<td>Keep a contact register in case you are unavailable</td>
<td>Give us the names and telephone numbers of people we can contact in case of sickness or emergency and inform us of any changes</td>
</tr>
<tr>
<td>Administer medicines prescribed by the doctor</td>
<td>Give us written authorisation to do this</td>
</tr>
<tr>
<td>Do our best to comfort children who become ill during the day and we will inform you as soon as necessary</td>
<td>Keep a sick child at home and collect one who becomes ill from nursery as soon as possible</td>
</tr>
<tr>
<td>Advise you of any outbreaks of infections, diseases or cases of head lice</td>
<td>Inform us if your child has contracted an infectious disease or has head lice</td>
</tr>
<tr>
<td>Tell of any incidents in nursery which may have affected your child during the day</td>
<td>Tell us of any significant happenings at home which may affect a child’s behaviour in nursery</td>
</tr>
<tr>
<td>Implement a policy of equal opportunity (enshrined in law). We help children learn about other cultures and aim to develop their respect and tolerance for race and religion. Boys and girls are treated equally and given equal access to all activities and appropriate responsibilities</td>
<td>Accept the policy of equal opportunities within the nursery</td>
</tr>
<tr>
<td>Keep a number of written policies and display these on our website and parents can also request a copy.</td>
<td>Look at these policies if you wish and discuss any concerns.</td>
</tr>
<tr>
<td>Welcome feedback - both positive and negative - if we are to monitor the service we provide</td>
<td>Discuss or write comments on what we are providing whenever you feel prompted or requested to do so</td>
</tr>
<tr>
<td>Encourage your child to experiment with a variety of materials and be creative. In doing this they may get messy - even though we insist on aprons!</td>
<td>Provide sensible clothing for busy babies/toddlers/pre-schoolers</td>
</tr>
<tr>
<td>Organise visits in the locality. We always advise you when this is planned</td>
<td>Give your consent for this to happen</td>
</tr>
<tr>
<td>Put on fund-raising events to fund extra-curriculum events e.g. parties, outings</td>
<td>Support the nursery whenever you can</td>
</tr>
<tr>
<td>Do our best always to be well staffed and equipped.</td>
<td>Pay fees promptly</td>
</tr>
</tbody>
</table>
Bright Start Day Nursery

Selecting Equipment and Toys Policy

The toys and equipment in the Day Nursery will provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration through the Foundation Phase.

The equipment provided will:-

- Be of high quality, educational and appropriate to the ages and stages of development of the children, whether 0-2, 2-3 or over 5’s.
- Be sufficient to enable each child to participate in quality play activities.
- Be well laid out and well presented
- Offer a variety and self selection
- Offer challenges to developing Physical, Intellectual, Emotional, Social, Personal and language skills.
- Feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Include a range of raw materials which can be used in a variety of ways and encourage an open ended approach to creativity and problem solving.
- Enable children, with adult support, to develop individual potential and move towards required learning outcomes.
- Be adapted as necessary to enable the participation of children with special needs
BRIGHT START DAY NURSERY

Settling-In Procedure

The transition between home and the nursery normally requires a period of adjustment for children and parents. The process of separation between the child and the parent during the nursery day needs to be both flexible and structured. It should take into account the needs of the individual child. To ensure a smooth settling in period it is expected that on accepting a place parents will arrange to spend time in the nursery with their children. The settling in period is important and helps the child to adjust gradually to their new environment; the nursery staff, and the other children.

When a Nursery place becomes available parents will be invited to meet the Nursery staff, visit the facility and be given the opportunity to discuss the setting, parent/nursery links and communication, policy documents, contracts, Foundation Phase and the admission procedure.

Following this initial meeting with nursery staff, parents/carers will be given a copy of the policy documents, registration forms and contracts.

A system of short visits is highly recommended to parents. Staff will explain that the benefits of this are usually that the child and parents will develop a feeling of trust in the staff. The child will also feel more emotionally secure in their new environment.

Ideally during their first two visits, it is hoped that the parent would stay, joining in activities with their child.

On the third visit the child could be left for a short period of time with the Nursery Staff.

Each child is an individual and may need additional preparatory visits, in which case this will be accommodated by the Nursery using a flexible approach.

Whilst we realise that several visits are not always possible, we strongly discourage parents from leaving their child without any preparatory visit.

The Nursery recommends that parents allow ample time to settle their child into the setting during the first two weeks. This enables the child not to feel rushed when entering the nursery.

If a child has a special toy or comforter, it is important to bring this in order that the child will feel secure.

In cases where children become distressed upon separation staff will help parents/carers to manage the leaving process. It is recommended that all parents explain to their children that they are going. They need to say goodbye rather than leaving when the child is not looking.
If a child remains unsettled at the nursery and is unhappy throughout the day, staff will support parents in deciding the best possible action. External support and advice may be sought at this point.
Bright Start Day Nursery

Student Placement Policy

The Bright Start Day Nursery is aware that a pre-school day nursery provides an ideal placement for students on child care courses.

When students are on placement they will be monitored in compliance with DCELLS Guidance Note 35 for the vetting and monitoring of placements. They will also be inducted within the setting in accordance with College HR Procedures.

When students are accepted into the Day Nursery on placement, the following procedures will be followed and consents obtained:-

- Students must be confirmed by their tutor as being part of a bone fide childcare course.
- Permission must have been sought from the Day Nursery Manager before written observations are undertaken.
- Written permissions must be obtained by the Day Nursery Officer and the child’s parents if the students are required to carry out a child case study.
- Unless an enhanced CRB has been undertaken and approved by the DLS, no student will be admitted to the Nursery.
- Any information known by students, about the children, families or other adults in the Day Nursery, must remain strictly confidential.
- No names will be used during any recorded observations.