June 2026
Version 9

# The Leckhampton Preschool

**Policies & Procedures**

This policy document replaces the previous version (V8). It is our policy to follow all the requirements of the EYFS Statutory Framework.

Procedures included in this document are those of most relevance to parents. Some procedures relevant only to staff are recorded in staff handbook.

Broadlands Preschool Centre

Registered Charity Number: 10556656

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# Children's Rights and Entitlements

**Policy Statement**

At Broadlands Preschool Centre, we promote children's right to be strong, resilient and listened to, in line with the Statutory Framework for the EYFS, by:

- creating a welcoming, inclusive environment that supports children to develop a positive self-image, including respect for their heritage, culture, ethnicity, home language(s), religion and family background
- encouraging children to develop a sense of autonomy, independence and confidence appropriate to their age and stage of development
- enabling children to develop the language, confidence and self-esteem needed to express themselves and, where appropriate, resist inappropriate or unsafe approaches

Broadlands supports children to establish and sustain positive, respectful relationships within their families, with peers and with other adults.
We work in partnership with parents and carers to build shared understanding of, and commitment to, safeguarding, children's rights and children's wellbeing.

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**What it Means to Promote Children's Rights and Entitlements**

**To be strong, children are supported to be:**

- secure in their primary attachment relationships, where they are loved, valued and cared for by at least one consistent and reliable adult
- safe and valued as individuals, both within their families and within the preschool setting
- confident in who they are, with a positive sense of identity that reflects all aspects of their background and heritage
- included, respected and able to develop a sense of belonging at Broadlands and within the wider community
- confident in their abilities and proud of their achievements
- supported to make progress across all areas of learning and development
- part of a peer group where they learn to negotiate, cooperate and develop social understanding, respecting the rights of others in a diverse society
- able to participate in decisions that affect them, in ways that are meaningful, age-appropriate and child-centred

**To be resilient, children are supported to:**

- develop self-worth, dignity and confidence
- express their needs and feelings appropriately
- cope with challenge, change and difficulty
- develop a positive outlook and emotional wellbeing
- build problem-solving skills and emotional regulation
- develop a sense of fairness, responsibility and empathy towards others
- participate in simple decision-making processes that support independence and self-belief

**To be listened to, children are supported by adults who:**

- recognise and respect children's right to express their thoughts, feelings and ideas
- tune into children's verbal communication, body language, facial expressions and non-verbal cues
- respond sensitively and appropriately to what children communicate and act upon this where necessary
- value children's views and promote participation in imaginative, inclusive and child-centred ways across all

aspects of preschool life

# Safeguarding children, young people and vulnerable adults

This policy has been reviewed in line with the Statutory Framework for the Early Years Foundation Stage (EYFS), Working Together to Safeguard Children (2023), Keeping Children Safe in Education (where applicable), and local procedures published by the Gloucestershire Safeguarding Children Partnership (GSCP). Broadlands Preschool works in accordance with local safeguarding arrangements and cooperates fully with statutory agencies.

**Policy statement**

Broadlands works with children, parents and the community to ensure the rights and safety of children, young people* and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Preschool Learning Alliance Safeguarding Children Policy.

**Procedures**

Broadlands carries out the following procedures to ensure it meets the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

**Key commitment 1 – Culture of Safety**

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Broadlands promotes a culture where low-level concerns about staff conduct or practice are shared, recorded and addressed promptly. This helps to identify and respond to concerns early and supports a transparent and safeguarding-focused culture.

- Our designated person (a member of staff) who co-ordinates child, young person and vulnerable adult protection issues is Florence Speller.
- When the setting is open, but the designated person is not on site, a suitably trained deputy, Katy Addison Evans, is always available for staff to discuss safeguarding concerns and the designated person, Florence Speller is always contactable.
- Our designated officer (a member of the management team) who oversees this work is Imogen Gravenell.
- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations regarding safeguarding.
- The designated person (and the person who deputises for them) understands Gloucestershire Safeguarding Children Partnership (GSCP) procedures, attends relevant Gloucestershire Safeguarding Children Partnership (GSCP) training at least every two years and refreshes their knowledge of safeguarding at least annually.
- All staff are trained to understand our safeguarding policies and procedures, which parents are made aware of too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully skeptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and can identify those children and families who may need early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the Gloucestershire Safeguarding Children Partnership (GSCP) or safeguarding partners in areas where the safeguarding partners have replaced the Gloucestershire

Safeguarding Children Partnership (GSCP).

- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns if they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistle blowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers must:
    - be aged 16 or over.
    - be considered competent and responsible.
    - receive a robust induction and regular supervisory meetings.
    - be familiar with all the settings policies and procedures.
    - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
    - the criminal records disclosure reference number.
    - certificate of good conduct or equivalent where a UK Disclosure and Barring Service (DBS) check is not appropriate.
    - the date the disclosure was obtained; and
    - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour.
- Broadlands notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of

child protection concerns.

- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that Broadlands have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- Smartwatches must not be worn by employees if they have the capability to take photographs, whether directly on the device or via a connected (tethered) mobile phone. Devices without photographic capability may be worn; however, all notifications must be disabled to prevent distraction and ensure full attention is given to work duties. Failure to comply with this requirement may result in disciplinary action.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.

**Key commitment 2 – Responding Promptly and Appropriately**

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

**Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect and child on child abuse.
- We ensure that all staff understand the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
    - significant changes in their behaviour.
    - deterioration in their general well-being.
    - their comments which may give cause for concern, or the things they say (direct or indirect disclosure).
    - changes in their appearance, their behaviour, or their play.
    - unexplained bruising, marks or signs of possible abuse or neglect; and
    - any reason to suspect neglect or abuse outside the setting.
    - abuse by peers, including harmful sexual behaviour, bullying, coercive behaviour or sexualised language that is developmentally inappropriate.
- We understand how to identify children who may need early help and how to access services for them
- We understand that we should refer a child who meets the S17 Children Act 1989 child in need

definition to local authority children's social work services

- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- Broadlands are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, Broadlands follow the Prevent Duty guidance for England and Wales published by the Home Office and Gloucestershire Safeguarding Children Partnership (GSCP) procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early year's practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting the police if a crime of FGM has been or may be about to be committed.
- We are also aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, Broadlands may become aware of any of these factors affecting older children and young people who Broadlands may encounter.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care, or that is known to us, may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the Gloucestershire Safeguarding Children Partnership (GSCP) procedures, or when they come into force replacing the Gloucestershire Safeguarding Children Partnership (GSCP), we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
- If a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- Broadlands refers concerns about children's welfare to the local authority children's social care team and cooperates fully in any subsequent investigation. In some cases, this may mean the police, or another agency identified by the Gloucestershire Safeguarding Children Partnership (GSCP) (or the local safeguarding partners when their published safeguarding arrangements take over from the Gloucestershire Safeguarding Children Partnership (GSCP)).
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either by the way we speak to children or by asking questions of children (although we may

check out/clarify the details of what we think they have told us with them).

- Broadlands take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected Broadlands follow the procedure for reporting any other child protection concerns. The views of the young person will always be considered in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who need community care services.
- All staff know that they can contact the whistleblowing helpline if they feel that the organisation and the local authority have not taken appropriate action to safeguard a child, and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistle blowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

**Recording suspicions of abuse and disclosures**

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
    - listens to the child, offers reassurance and gives assurance that she or he will take action.
    - does not question the child, although it is OK to ask questions for the purposes of clarification.
    - makes a written record that forms an objective record of the observation or disclosure that includes:
        - the date and time of the observation or the disclosure.
        - the exact words spoken by the child as far as possible.
        - the name of the person to whom the concern was reported, with the date and time; and
        - the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.
- Where the Gloucestershire Safeguarding Children Partnership (GSCP) or local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, Broadlands include those procedures alongside this procedure and follows the steps set down by the Gloucestershire Safeguarding Children Partnership (GSCP).

**Making a referral to the local authority children's social care team**

- The Preschool Learning Alliance's publication Safeguarding Children contains procedures for help in making a referral to the local children's social care team, as well as a template form for recording concerns and assist in making a referral.
- Broadlands follow the procedures for recording and reporting set down by the Gloucestershire Safeguarding Children Partnership (GSCP), as local procedures differ from those of the Preschool Learning Alliance.

**Escalation process**

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Gloucestershire Safeguarding Children Partnership

(GSCP) escalation process.

- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the Gloucestershire Safeguarding Children Partnership (GSCP) or safeguarding partners to resolve professional disputes.

**Informing parents**

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Parents are informed when Broadlands makes a record of concerns in their child's file and that we also make a note of any discussion held with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Gloucestershire Safeguarding Children Partnership (GSCP)/Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether to advise parents beforehand, and should record and follow the advice given.

**Liaison with other agencies** *and multi-agency working*

- Broadlands works within the Gloucestershire Safeguarding Children Partnership (GSCP) / Local Safeguarding Partners guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- Broadlands have procedures for contacting the local authority regarding child protection issues, and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- Broadlands notify Ofsted of any incident or accident and any changes in our arrangements that may affect the wellbeing of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Broadlands notifies Ofsted of any significant events, safeguarding incidents or allegations as soon as is reasonably practicable and within statutory timescales.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

**Allegations against staff and persons in positions of trust**

- Broadlands ensures that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- Broadlands ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- Broadlands respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
    - inappropriate sexual comments.

    - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Gloucestershire Safeguarding Children Partnership (GSCP) when responding to any allegations that a member of staff or volunteer within the setting 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 they may pose a risk of harm to children
- Broadlands ensures that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. Broadlands respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with the response
- Broadlands respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- Broadlands refer any such complaint immediately a senior manager within the organisation and to the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:
    - Allegations Management Co-Ordinator – 01452 426994
- Broadlands also reports any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures Broadlands have taken. We are aware that it is an offence not to do this.
- Broadlands cooperates entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

**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 or vulnerable adults, Broadlands will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

**Key commitment 3 – Promoting Awareness**

We are committed to promoting awareness of child abuse issues throughout our training and learning programs for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

**Training**

- Training opportunities are sought for all adults involved in the setting to ensure that they can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may need early help, and organisational safeguarding procedures.
- Designated people receive appropriate training, as recommended by the Gloucestershire Safeguarding Children Partnership (GSCP), every two years and refresh their knowledge and skills at least annually.
- Broadlands ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

- Broadlands ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

**Planning**

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

**Curriculum**

- Broadlands introduces key elements of keeping children safe into our program to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- Broadlands creates, within the setting, a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- Broadlands ensures that this is carried out in a way that is developmentally appropriate for the children.

**Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Gloucestershire Safeguarding Children Partnership (GSCP) / Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2023.

**Support to families**

- Broadlands believes in building trusting and supportive relationships with families, staff and volunteers.
- Broadlands makes clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and always liaising with the local children's social care team.
- Broadlands will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Broadlands follows the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, after any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Gloucestershire Safeguarding Children Partnership (GSCP).

*A 'young person' is defined as 16 to 19 years old. In our setting they may be a student, worker, volunteer or parent.

**Safer Recruitment Policy – Broadlands Pre-School, in accordance with NSPCC Safer Recruitment Training in Education Feb 2022**

Broadlands Preschool is committed to Safeguarding and Promoting the Welfare of Children and expects all Staff and Volunteers to uphold this commitment. To ensure that Safeguarding is paramount in the management of the Preschool, we conduct a rigorous recruitment process which ensures the safe recruitment of suitable candidates.

The recruitment process is as follows:

**Recruiting the right candidates**

- We advertise with reputable agencies and ensure that the Job Description contains a specific statement regarding our commitment to Safeguarding and promoting the welfare of children in the setting
- The Job Description will make clear that successful candidates will be required to complete an enhanced DBS check.
- The candidates will be shortlisted using a standard application form and their CV.

**The selection process**

- The interview panel will always include as a minimum, one member of Staff or Committee Member with Safer Recruitment Training.
- The interview panel will meet in advance of interviews to scrutinise the application form and CV for each shortlisted candidate and identify any gaps in employment or discrepancies that warrant further enquiry at interview or with the supplied References.
- The interview panel will agree in advance the standard questions to use at interview and what answers would be considered meeting the desired qualities of a successful applicant.
- Candidates will be interviewed using standardised questions and their answers scored to allow for objective assessment.
- During the interview candidates will be asked to provide proof of identity (passport or photocard driver's license), relevant qualifications as appropriate to the job description, and Eligibility to work in the UK.

**Post interview checks**

- Following interview, successful candidates will be advised that their offer of employment is conditional dependent on a satisfactory Enhanced Criminal Records Bureau check and 2 satisfactory References.
- Candidates will be asked to complete a Self Disclosure form.
- References will be requested using a standard form and be followed up with a phone call to ensure their validity.

**Starting work**

- New staff will not be able to start work unsupervised until the Disclosure and Barring Service (DBS) check is returned with no disclosures.
- All new staff members are required to complete an induction process to ensure they understand the duties of the role and become confident in the procedures and ways of working in the setting.
- Safeguarding Procedures and Policies will be discussed a soon as feasibly possible in the induction so that new staff are aware of their responsibilities and what to do should a safeguarding incident arise.

**Continued employment**

- All staff are expected to maintain their subscription to the Disclosure and Barring Service (DBS) update service.
- All staff will have their ongoing suitability to the role assessed at annual appraisal, or opportunistically should any concerns arise during their employment.

**Using agency staff**

- Broadlands will ensure that the same rigorous recruitment standards are met by the agencies we use to provide short term relief staff.

# Looked After Children (Children in Care)

**Policy Statement**

Broadlands Preschool Centre is committed to providing high-quality early education and care based on equality of opportunity, inclusion and safeguarding for all children and their families.

We recognise that some children attending the setting may be looked after by the local authority. A looked after child is defined under the Children Act 1989 as a child who is:

- in the care of a local authority, or
- provided with accommodation by the local authority for a continuous period of more than 24 hours.

Children who are looked after may live with foster carers, kinship carers, residential carers, or may be temporarily placed back with their birth family under local authority arrangements.
Broadlands recognises that children who are looked after may have experienced trauma, disruption, loss or instability, which can affect their emotional wellbeing, development and sense of identity. However, we also recognise that each child's circumstances are unique.

Our practice aims to ensure that children in care:

- feel safe, valued and included
- develop secure attachments with trusted adults
- build resilience and confidence
- are supported to achieve their full potential.

Our approach reflects the principles of attachment, resilience and child-centred practice, supporting children to be strong, resilient and listened to.

This policy is implemented in line with:

- Statutory Framework for the Early Years Foundation Stage
- Working Together to Safeguard Children 2023
- local safeguarding procedures from the Gloucestershire Safeguarding Children Partnership.

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**Principles**

Broadlands recognises the importance of sensitive and inclusive practice for children in care.

- The term *looked after child* refers to a child's legal status and is not used within the setting to label or identify a child in front of others.
- Staff treat all children with dignity, respect and confidentiality.
- Broadlands recognises the importance of stable attachments for children who may have experienced separation or disruption.
- Decisions about placements are always made in partnership with the child's social worker, carers and relevant professionals.

Broadlands may offer places for looked after children where it is considered appropriate for the child's wellbeing and stability.
Where a placement is offered:

- The child's emotional security and attachment to their carer must be considered.
- The placement should support the child's stability and care plan.
- The decision will be made in consultation with the child's social worker and carers.

Broadlands will also offer stay and play or gradual settling opportunities where this is considered beneficial for the child.
Where a child already attending the setting becomes looked after and remains in the local area, Broadlands will aim to maintain continuity of care and education wherever possible, subject to agreement with the child's social worker and carers.

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**Procedures**

Designated Person

The Designated Safeguarding Lead (DSL) acts as the designated person for looked after children within the setting.

The DSL ensures that:

- staff understand the needs of looked after children
- relevant safeguarding and confidentiality procedures are followed
- communication with professionals is effective.

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**Key Person**

Each child is allocated a key person in accordance with the Statutory Framework for the Early Years Foundation Stage.

For looked after children, the key person will:

- build a secure and trusting relationship with the child
- support emotional wellbeing and transitions
- work closely with the carer and professionals
- contribute to the child's learning and development planning.

The DSL ensures that the key person receives appropriate guidance and support where required.

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**Partnership with Professionals**

Broadlands recognises the role of the local authority as the child's corporate parent.

The setting will work closely with:

- the child's social worker
- foster or kinship carers
- relevant health and education professionals
- the Virtual School where appropriate.

Information sharing will follow safeguarding guidance from:

- Working Together to Safeguard Children 2023
- Gloucestershire Safeguarding Children Partnership.

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**Care Planning and Meetings**

Where a child attends Broadlands while in care, the setting may contribute to planning meetings or reviews as requested.

These may include:

- Care planning meetings
- Looked After Child reviews
- Early Help or multi-agency meetings

Discussions may include:

- emotional wellbeing and attachment
- behaviour and regulation support
- communication and language development
- friendships and social development
- learning and development needs
- special educational needs or disabilities (SEND)
- cultural identity, language and heritage.

Information shared will be recorded appropriately and stored securely.

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**Settling-In**

The settling-in process will be flexible and child-centred.

The foster or kinship carer normally takes the role of the parent during settling sessions unless agreed otherwise with the social worker.

Particular attention is given to:

- allowing the child to develop trust with their key person
- ensuring the child feels safe and emotionally secure

- avoiding additional distress or disruption.

For some children, the settling period may take longer and this will be respected.

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**Observation and Assessment**

During the early weeks of placement, staff will focus on the child's:

- emotional wellbeing
- relationships and sociability
- communication and play
- ability to regulate feelings.

Observations will support understanding of the whole child in line with the Early Years Foundation Stage areas of learning and development.

Any concerns will be discussed with the carer and relevant professionals where appropriate.

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**Safeguarding Concerns**

If staff have concerns about a child's welfare, these will be addressed in line with the setting's Safeguarding and Child Protection Policy.

If concerns relate to the treatment of the child by a carer, or if abuse is suspected, the concern will be:

- recorded
- reported to the Designated Safeguarding Lead
- referred to the appropriate authority following local safeguarding procedures.

Guidance from the Gloucestershire Safeguarding Children Partnership will be followed.

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**Information Sharing**

Information relating to the child's care arrangements will only be shared with those who need to know in order to safeguard and support the child.

Records are stored securely in line with:

- safeguarding legislation
- the Data Protection Act 2018
- the UK GDPR.

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**Contact with Birth Families**

Arrangements for contact with birth parents will be determined by the local authority and care plan.

Where appropriate and agreed by the social worker, birth parents may be involved in:

- planning discussions
- events or activities within the setting.

All arrangements will prioritise the child's safety and emotional wellbeing.

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**Transition to School**

Transitions for looked after children are handled sensitively and carefully.

The designated person and key person will:

- liaise with the receiving school
- share relevant information (with appropriate consent)
- support the child emotionally through the transition process.

The aim is to ensure continuity of support and stability for the child.

# Uncollected Child

**Policy Statement**

Broadlands Preschool Centre ensures that children are always safely collected by an authorised adult.
In the event that a child is not collected at the agreed time, the setting will follow clear procedures to ensure the child remains safe, reassured and properly supervised.
Children will continue to receive a high standard of care while efforts are made to contact parents or authorised carers. Staff will act in the best interests of the child, minimising any distress and ensuring safeguarding procedures are followed.
Parents and carers are informed of these procedures so that, if they are unavoidably delayed, they can be reassured that their child will be cared for appropriately.
This policy operates in line with safeguarding duties outlined in the Statutory Framework for the Early Years Foundation Stage and guidance from the Gloucestershire Safeguarding Children Partnership.

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**Procedures**

**Registration Information**

Parents/carers are asked to provide the following information when their child starts at the setting. This is recorded on the child's registration form:

- Home address and telephone number
- Alternative contact number if parents do not have a telephone
- Mobile telephone numbers
- Names, addresses and telephone numbers of adults authorised to collect the child
- Details of who has parental responsibility
- Information about any person who does not have legal access to the child.

Parents must inform the setting in advance if a different person will collect their child.
The setting will agree with parents how the identity of the authorised person will be verified.

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**Changes to Collection Arrangements**

If parents are not able to collect their child as planned they must:

- inform the setting as soon as possible
- provide details of the person collecting their child.

The setting contact number is 01242 256354.
No child will be released to anyone not previously authorised by the parent/carer.

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**If a Child Is Not Collected**

If a child is not collected at the agreed time, the following procedure will be followed:

1. Staff check the child's file, registration details and daily messages for any information regarding changes to collection arrangements.
2. Staff attempt to contact the parents/carers using the contact numbers provided.
3. If parents cannot be reached, staff will contact the authorised emergency contacts listed on the child's registration form.
4. All reasonable attempts will be made to contact the parents or nominated carers.
5. The child will remain supervised by at least two members of staff, one of whom will normally be the Manager or Deputy Manager.
6. The child will not leave the premises with anyone other than those authorised to collect them.

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**If the Child Remains Uncollected**

If the child has not been collected within 30 minutes of the agreed collection time and no authorised adult can be contacted:

- the setting will contact Children's Social Care for advice.

For Gloucestershire this is:

- Gloucestershire Children's Social Care: 01452 426565

If the situation remains unresolved after a further 15 minutes, the setting will contact the relevant statutory agency

again for guidance.
Where appropriate, staff may also seek advice from the police.
These actions will follow safeguarding procedures set out by the Gloucestershire Safeguarding Children Partnership.

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**While Waiting for Collection**
During this time:

- The child will remain in the care of two fully vetted members of staff.
- Staff will ensure the child is comfortable, reassured and supervised.
- Staff will avoid discussing concerns in front of the child.
- Age-appropriate reassurance and activities will be provided.

Under no circumstances will staff:

- leave the premises with the child to search for parents
- allow the child to leave with an unauthorised person.

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**If Social Care Becomes Involved**
Children's Social Care will attempt to:

- contact the parents or relatives
- make appropriate arrangements for the child's care if necessary.

The local authority may assume responsibility for the child if a parent or authorised carer cannot be located.

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**Recording and Reporting**
A full written record of the incident will be completed, including:

- the child's name
- time the child should have been collected
- attempts made to contact parents/carers
- names of staff involved
- advice received from external agencies
- time the child was collected and by whom.

Records will be stored securely in line with data protection requirements.
Where necessary, the incident may be reported to:

- Ofsted
  Telephone: 0300 123 4666

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**Late Collection Charges**
Depending on the circumstances, Broadlands Preschool Centre reserves the right to charge for additional staffing costs where children are collected significantly later than the agreed collection time.
Parents will be informed of any applicable charges in advance through the setting's fee policy.

# Missing Child

**Policy Statement**

At Broadlands Preschool Centre, the safety and wellbeing of children is our highest priority. Robust procedures are in place to ensure children are always supervised and accounted for, both on the premises and during outings.
Through careful implementation of arrival and departure procedures, secure premises arrangements, staff supervision and risk assessments, we work to prevent a child from going missing.
However, in the unlikely event that a child does go missing, immediate action will be taken to locate the child and ensure their safety.
This policy is implemented in line with safeguarding duties set out in the Statutory Framework for the Early Years Foundation Stage and local safeguarding guidance from the Gloucestershire Safeguarding Children Partnership.

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**Procedures**

**If a Child Goes Missing on the Premises**

If a child is discovered missing while on the setting premises:

1. The staff member who notices the child missing immediately alerts the Manager or Deputy Manager.
2. Staff check the register and headcount to ensure all other children are accounted for.
3. The Manager or Deputy conducts an immediate and thorough search of the building, garden and surrounding areas of the premises.
4. All doors, gates and exits are checked to identify any possible breach of security.
5. If the child is not located quickly, the police are contacted immediately (999) and the child is reported as missing.
6. The child's parents/carers are informed immediately.
7. Staff provide the police with:
    - a recent photograph of the child if available
    - a description of the child and what they were wearing
    - details of where and when the child was last seen.
8. The Manager gathers information from staff to establish:
    - when the child was last seen
    - where the child was last observed
    - who was responsible for the child at the time.
9. The Chairperson or nominated committee member is informed and attends the setting where possible to support the investigation.

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**If a Child Goes Missing on an Outing**

If a child goes missing during an outing:

1. Staff immediately gather the remaining children together and carry out a headcount.
2. One staff member searches the immediate area while remaining within sight of the group.
3. The senior staff member contacts the police immediately and reports the child missing.
4. The Manager is contacted immediately if not present.
5. Parents/carers are informed as soon as possible.
6. Staff provide the police with:
    - a description of the child
    - details of what the child is wearing
    - where and when the child was last seen.
7. Where appropriate, remaining staff return the other children safely to the setting.
8. A senior member of staff remains at the location where the child went missing until the police arrive, following police advice.
9. The Chairperson or nominated committee member is informed.
10. Staff remain calm and provide reassurance to the other children.

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**Investigation and Reporting**

Following the incident:

- The Manager and Chairperson conduct a full investigation.
- Written statements are taken from all staff and volunteers present.
- Parents are informed about the investigation process.
- A full incident report is completed.

The report will include:

- date and time of the incident
- where the child went missing from
- staff present and who was responsible for the child
- when the child was last seen
- actions taken to locate the child
- when the child was found or the incident resolved.

The report will be signed and dated by the Manager.

The investigation will determine:

- how the incident occurred
- whether procedures were followed
- what improvements are required to prevent recurrence.

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**External Notifications**

The setting will inform:

- Ofsted as soon as reasonably practicable
- relevant safeguarding partners if required.

Where appropriate:

- Children's Social Care may become involved if safeguarding concerns arise
- the setting's insurance provider will be notified.

If the police conduct an investigation, all staff will cooperate fully.

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**Managing the Incident**

A missing child incident is distressing for everyone involved.

The setting will ensure:

**Support for Staff**

Staff involved may feel distressed or anxious. The Manager will ensure staff are:

- treated fairly
- supported during any investigation
- offered appropriate support if required.

**Supporting Parents**

Parents may feel frightened or angry. Staff will:

- communicate clearly and sensitively
- ensure discussions take place with at least two senior staff present
- maintain professionalism and transparency.

Aggression or threats towards staff will not be tolerated, and the police may be contacted if necessary.

**Supporting Children**

Other children in the setting may become worried.

Staff will:

- reassure children calmly
- avoid discussing details of the incident in front of them
- answer questions honestly but appropriately.

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**Confidentiality and Media**

Staff must not discuss any missing child incident with the media or on social media.

Any communication with the press will be managed by the Chairperson or authorised representative.

# Online Safety Policy

**Broadlands Preschool**

**Policy statement**

Broadlands Preschool takes all reasonable steps to ensure that children, staff and families are protected from the unacceptable use of Information Communication Technology (ICT) equipment and from exposure to inappropriate or harmful online material.

Online safety is an integral part of safeguarding and child protection. We recognise that children may be exposed to online risks both within and outside of the setting, therefore we promote safe and responsible use of technology.

This policy applies to all electronic devices capable of capturing, storing or sharing images or data, including mobile phones, tablets, laptops, cameras and other internet-enabled devices.

This policy should be read alongside our:

- Safeguarding and Child Protection Policy
- Data Protection and Confidentiality Policy

Our designated safeguarding lead responsible for coordinating action to protect children is **Flo Speller**.

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**Procedures**

**Information Communication Technology (ICT) equipment**

- Only ICT equipment belonging to the setting is used by staff and children.
- The Manager or designated person is responsible for ensuring all ICT equipment is safe, secure and fit for purpose.
- Devices used by the setting have appropriate virus protection, filtering and security systems installed.
- Safety settings and parental controls are applied to reduce the risk of children accessing inappropriate material.
- All equipment is stored securely when not in use.

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**Internet access**

Children at Broadlands Preschool do not normally access the internet, and they never access the internet unsupervised.

If the internet is used to support children's learning:

- Children are supervised by staff at all times.
- Staff ensure content is age appropriate and educational.

Staff introduce basic online safety messages in age-appropriate ways, including:

- Only go online with a trusted adult
- Be kind and respectful online
- Keep personal information safe
- Only click things we understand
- Tell an adult if something makes us feel worried or uncomfortable

Staff also promote children's resilience, confidence and understanding of safe relationships, which supports online safety as part of personal, social and emotional development.

All computers used by children are located in areas clearly visible to staff.

Children are not permitted to access social networking sites.

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**Responding to concerns**

If staff encounter suspicious, harmful or illegal online material they must report it immediately.

Concerns may be reported to:

- Internet Watch Foundation for illegal online images
- National Crime Agency Child Exploitation and Online Protection Command (CEOP)

Any safeguarding concerns are managed in line with the Safeguarding and Child Protection Policy.

If staff believe a child may be experiencing online abuse, grooming, or cyberbullying, this will be treated as a safeguarding concern and reported through the appropriate safeguarding procedures.

Parents may be signposted to support organisations such as:

- NSPCC
- Childline
- UK Safer Internet Centre

**Email**

- Children do not use email within the setting.
- Parents and staff are not permitted to access personal emails or social media accounts using setting equipment.
- Staff do not access email whilst supervising children.
- Any personal or confidential information is sent securely and in line with data protection requirements.

**Mobile phones – children**

Children do not bring mobile phones or personal ICT devices to the setting.
If a child is found with a device:

- The device is removed immediately.
- It is stored safely in the office.
- It is returned to the parent or carer at the end of the session.

**Mobile phones and smart watches – staff and visitors**

To protect children:

- Staff personal mobile phones must not be used in areas where children are present.
- Phones are stored in the Manager's office during working hours.
- Staff may access their phones during breaks in the staff kitchen, where children are not present.
- Smartwatches must not be worn by employees if they have the capability to take photographs, whether directly on the device or via a connected (tethered) mobile phone. Devices without photographic capability may be worn; however, all notifications must be disabled to prevent distraction and ensure full attention is given to work duties. Failure to comply with this requirement may result in disciplinary action.

In an emergency:

- Staff may use personal phones with permission from the Manager and away from children.

On outings:

- The Preschool mobile phone is taken.
- Personal phones are only used in emergencies if the setting phone is unavailable.

Parents and visitors:

- Are asked not to use mobile phones in areas where children are present.
- Phones may be stored in the office if they remain on the premises for extended periods.
- Where visitors must remain contactable due to lone working policies, they will be directed to a private area away from children.

**Cameras and video recording**

- Staff and volunteers must not bring personal cameras or recording equipment into the setting.
- Photographs are only taken using setting devices.

Images of children are only taken:

- to support learning and development
- for displays within the setting
- for approved publicity purposes

Parental permission is obtained through the registration process.
If photographs are used publicly:

- Children will not be identified by name.
- Images will not include identifiable information such as logos on clothing.

At special events:

- Parents may photograph their own children only.
- Parents are reminded not to share images of other children online.

**Social media**

Staff are expected to maintain professional boundaries online.
Staff must:

- Manage personal privacy settings appropriately
  - Not accept parents or service users as social media friends
  - Not discuss work-related matters online
  - Not share confidential information
  - Not post images of children or the setting

If staff reference the setting online, they must ensure this does not damage the reputation of the provision.
Any concerns or breaches must be reported to the Manager.
Where staff had a prior relationship with a family before the child attended the setting, this must be declared and a professional boundaries agreement and risk assessment completed.

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**Electronic learning journals**

Where electronic systems are used to record children's learning:

- The Manager must approve the platform.
  - A data protection and safeguarding risk assessment is completed.
  - Systems must comply with UK GDPR and data protection requirements.
  - Staff follow the system guidance and security procedures.

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**Inappropriate images or behaviour**

Staff are aware that:

- Creating, possessing or sharing indecent images is a criminal offence.
  - Grooming or attempting to communicate inappropriately with a child online is also an offence.

Any concerns about the behaviour of staff, volunteers or other adults will be dealt with through the Safeguarding and Child Protection Policy, including the procedures for allegations against staff.

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**Key legislation and guidance**

This policy is informed by:

- Statutory Framework for the Early Years Foundation Stage
- Data Protection Act 2018
- UK General Data Protection Regulation
- Ofsted safeguarding guidance
- UK Safer Internet Centre advice
- NSPCC online safety guidance

# Employment

**Policy statement**

Broadlands Preschool meets the Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage by ensuring that all staff, students and volunteers working with children are suitable, appropriately qualified, and able to fulfil the requirements of their roles.

We implement robust recruitment, vetting and induction procedures to ensure that adults working with children are suitable to do so. Suitability checks are carried out through the Disclosure and Barring Service (DBS) and other safer recruitment procedures in accordance with statutory requirements.

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**Procedures**

**Vetting and staff selection**

- We are committed to equality of opportunity and use fair, non-discriminatory recruitment and selection procedures.
- All staff have clear job descriptions and person specifications which outline their roles and responsibilities.
- We welcome applications from all sections of the community and will select candidates based on their skills, experience, qualifications and suitability for the role, regardless of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- race
- religion or belief
- sex
- sexual orientation in accordance with the Equality Act 2010.

- We follow safer recruitment practices and the requirements of the Statutory Framework for the Early Years Foundation Stage when checking the suitability of staff and volunteers who will have access to children.

These checks include:

- enhanced DBS check with barred list check
- identity verification
- references (usually two, including most recent employer)
- employment history
- qualifications verification
- interview process assessing safeguarding understanding

- All checks are carried out in line with the vetting and barring scheme under the:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

- Where staff subscribe to the DBS Update Service, we carry out regular status checks after verifying identity and viewing the original enhanced DBS certificate.
- We maintain records demonstrating that suitability checks have been completed. These include:

- date of DBS check
- certificate number
- type of DBS check
- decision regarding suitability

These records are held securely in accordance with the Data Protection Act 2018.

- Staff are required to maintain DBS Update Service subscriptions where applicable for the duration of their employment.
- Staff must disclose any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children, whether received before or during their employment.
- Where information arises that may lead to disqualification, appropriate action will be taken to safeguard children. If necessary, the individual may be suspended or their employment terminated in accordance with safeguarding procedures.

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**Notifying Ofsted of changes**

We notify Ofsted of any relevant changes, including:

- changes to the Registered Person
- changes to committee members or directors
- appointment of a new Manager

This is completed through the EY2 notification process where required.

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**Training and staff development**

- Our Manager holds a L5 EYLP qualification.
- Our Deputy holds a Level 3 qualification in Early Years or an equivalent qualification.
- At least half of all other staff members hold a relevant Level 2 qualification or above, as required by the Statutory Framework for the Early Years Foundation Stage.
- All staff receive regular training and professional development opportunities.
- The setting allocates budget resources for staff training and development.
- New staff receive induction training within their first week of employment. Induction includes:

- safeguarding and child protection
- health and safety
- behaviour management
- emergency procedures
- key policies and procedures

- Staff are supported through:

- regular supervision meetings
- annual appraisals
- opportunities for professional development

These processes help monitor staff wellbeing, performance and safeguarding practice.

- We are committed to recruiting and employing staff in accordance with current legislation, safer recruitment guidance and best practice.

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**Staff taking medication or other substances**

- If a staff member is taking medication that may affect their ability to care for children safely, they must inform the Manager.
- Staff must seek medical advice if necessary.
- Staff will only work directly with children if medical advice confirms that the medication does not impair their ability to care for children safely.
- Staff medication is stored securely and kept out of reach of children.
- If a member of staff appears to be under the influence of alcohol or any other substance that may affect their ability to care for children safely:

- they will not be permitted to work with children
- appropriate disciplinary procedures will be followed.

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**Managing staff absences and contingency planning**

- Staff normally take annual leave when the setting is closed.
- Requests for additional leave must be agreed with the Manager in advance and sufficient notice must be provided.
- Where staff are unwell and take sick leave in accordance with their employment contract, cover arrangements are organised to ensure statutory staff-to-child ratios are maintained.
- Sick leave is monitored and managed in line with staff contracts and employment procedures.
- Broadlands maintains contingency plans to ensure continuity of care and compliance with staffing ratios. These may include:

- redeployment of existing staff
- use of approved agency staff
- support from appropriately vetted volunteers or committee members

Parents may only assist where appropriate and will never be left unsupervised with children.

# Student Placements

**Policy statement**

Broadlands Preschool recognises that training and qualifications are essential to maintaining high standards of care and education. As part of our commitment to quality practice, we support the professional development of future early years practitioners by offering placements to students undertaking recognised early years qualifications and training. We may also offer short-term work experience placements to school pupils.

We aim to provide students with positive learning experiences that support the successful completion of their studies and demonstrate high quality early years practice. At all times, the safety, wellbeing and learning of the children remain our priority.

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**Procedures**

- Students on recognised early years qualification courses are expected to meet the Suitable Person requirements set out in the Statutory Framework for the Early Years Foundation Stage.
- Where appropriate, students aged 16 or over undertaking placements of a longer duration are required to obtain a satisfactory enhanced DBS check, including barred list checks, through the Disclosure and Barring Service.
- Students placed with us must have a sufficient understanding and use of English to contribute effectively to the wellbeing, care and education of children.
- Schools, colleges or universities placing students under the age of 17 with us are required to confirm that the student is of good character and suitable to work with children.
- Students under the age of 17 are always supervised and will never be left alone with children or given unsupervised access.
- Students on short-term placements are not counted in staff-to-child ratios, in line with the requirements of the Statutory Framework for the Early Years Foundation Stage.
- Students or apprentices over the age of 17 who are undertaking a relevant Level 3 early years qualification may be counted in ratios only if the Manager is satisfied that they are competent, responsible and capable of working as part of the staff team.
- Students are not permitted to take sole responsibility for a group of children.
- Broadlands maintains employers' liability insurance and public liability insurance, which includes cover for students and voluntary helpers.
- Students are required to follow the setting's Confidentiality and Data Protection policies, ensuring that information about children, families and staff remains confidential.
- Students must not use personal mobile phones, cameras or social media to record images or information about children, in line with the setting's online safety and mobile phone policies.
- We work collaboratively with student tutors, assessors and training providers to support students in completing the requirements of their course.
- At the start of their placement, students receive an induction, which includes:
  - safeguarding and child protection procedures
  - health and safety information
  - confidentiality expectations
  - daily routines and organisation of sessions
  - key policies and procedures
- We promote a positive learning environment for students and communicate the importance of professional standards, safeguarding practice and reflective learning.
- The needs, wellbeing and safety of children always remain paramount. We therefore limit the number of students placed within the setting to ensure the effective running of sessions and the quality of care provided.
- We ensure that students placed with us are undertaking genuine early years training or work experience, providing them with opportunities to develop their understanding of children's development, learning and play.

# Induction of Employees and Volunteers

**Policy statement**

Broadlands Preschool provides a structured induction process for all employees and volunteers to ensure they understand the ethos of the setting, the families we serve, and the policies and procedures that support safe and effective practice.

Induction ensures that all staff and volunteers are familiar with their roles and responsibilities, safeguarding procedures, health and safety requirements, and the expectations of professional conduct within the setting. This supports the delivery of high-quality early years care and education and ensures compliance with the requirements of the Statutory Framework for the Early Years Foundation Stage.

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**Procedures**

Broadlands operates a written induction programme for all new employees and volunteers.

The induction process includes:

- Introduction and familiarisation with the setting for all employees, volunteers and management committee members.
- A tour of the premises including the playroom, outdoor areas, toilets, fire exits and staff areas.
- Familiarisation with health and safety procedures, including fire safety arrangements, evacuation procedures, accident reporting and risk assessments.
- Ensuring that all staff and volunteers read, understand and adhere to the setting's policies and procedures, including:
- Safeguarding and Child Protection
- Behaviour Management
- Health and Safety
- Online Safety
- Confidentiality
- Whistleblowing
- Ensuring staff understand their safeguarding responsibilities, including how to recognise concerns about a child's welfare and how to report concerns in line with procedures supported by the Gloucestershire Safeguarding Children Partnership.
- Introduction to the Designated Safeguarding Lead (DSL) and the procedures for reporting safeguarding concerns.
- Familiarisation with the daily routines, curriculum and expectations of practice, including the Early Years Foundation Stage framework.
- Introduction to parents and carers, particularly the parents of any children for whom the staff member will act as key person, where appropriate.
- Familiarisation with relevant confidential information relating to key children, where this is necessary to support their care and learning, while maintaining confidentiality.
- Explanation of staff roles, responsibilities and the tasks required during sessions.
- Staff are provided with a staff handbook, which outlines expectations, policies and procedures. Staff must confirm that they have read and understood the handbook.
- The induction period lasts at least two weeks, although support may continue for longer depending on the needs of the individual.
- The Manager is responsible for inducting new employees and volunteers. Where a new Manager is appointed, induction will be carried out by a Director or member of the management committee.
- During the induction period, individuals must demonstrate an understanding of and compliance with the setting's policies, procedures, daily routines and safeguarding responsibilities.
- Successful completion of the induction process forms part of the employee's probationary period.
- Following induction, staff continue to be supported through regular supervision meetings, ongoing training opportunities and annual appraisal, to support professional development and high-quality practice.

# First Aid

**Policy statement**

Broadlands ensures that appropriate first aid arrangements are in place to respond to accidents, injuries and medical emergencies involving children, staff or visitors.

In line with the Statutory Framework for the Early Years Foundation Stage, at least one member of staff who holds a current Paediatric First Aid (PFA) certificate is on the premises and available at all times when children are present, including on outings.

All newly qualified staff who hold a relevant Level 2 or Level 3 qualification must also hold a full Paediatric First Aid certificate in accordance with EYFS requirements.

Broadlands ensures that:

- First aid training is appropriate to the care of infants and young children.
- First aid training providers are suitably qualified and recognised.
- First aid arrangements support the health, safety and welfare of children at all times.

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**Procedures**

**First aid kit**

Broadlands maintains a fully stocked and accessible first aid kit which is stored in a location known to all staff and easily accessible in an emergency while remaining out of reach of children.

The first aid kit contains:

Bandages and dressings

- Triangular bandages ×4
- Sterile dressings:
    - Small ×3
    - Medium ×3
    - Large ×3

Other medical supplies

- Composite pack of 20 individually wrapped plasters
- Sterile eye pads ×2
- Container of 6 safety pins
- HSE first aid guidance card

Additional protective equipment stored nearby

- Disposable gloves (minimum 2 pairs)
- Disposable plastic apron

The Manager is responsible for:

- Regularly checking the first aid kit
- Replacing used or expired items
- Ensuring the kit is taken on outings

Information about:

- The location of the first aid kit
- Staff holding current Paediatric First Aid certificates

is displayed in the setting and shared with staff and volunteers.

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First aid treatment

- Only a staff member with a current Paediatric First Aid certificate administers first aid to children.
- Staff follow appropriate infection control procedures, including wearing disposable gloves when dealing with bodily fluids.
- Children are reassured and comforted following any accident or injury.

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Informing parents

- Parents are informed on the same day if their child has had an accident or injury.
- For minor injuries, parents are informed at collection time.
- If the child is distressed, the injury is significant, or there are concerns, parents are contacted immediately.
- All accidents requiring first aid are recorded and shared with parents, who are asked to sign the record.

---

**Emergency medical treatment**

If a child requires urgent medical attention:

1. Staff call 999 for an ambulance immediately.
2. Parents/carers are contacted without delay.
3. A member of staff accompanies the child to hospital if required and remains with them until the parent arrives.
4. The child's medical information and emergency contact details are taken to the hospital.

---

**Recording accidents and injuries**

All accidents, injuries and first aid treatments are:

- Recorded on the setting's Accident Record Form
- Shared with parents on the same day
- Stored securely in accordance with data protection requirements

Where appropriate, accidents will be reported to:

- Health and Safety Executive under RIDDOR
- Ofsted
- Local safeguarding partners where there are child protection concerns

This is done in accordance with the setting's Recording and Reporting of Accidents and Incidents Policy.

---

**Monitoring**

Accident records are reviewed regularly by the Manager to:

- Identify patterns or recurring risks
- Inform risk assessments
- Improve health and safety procedures

# The Role of the Key Person and Settling-In

**Policy Statement**

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. We are committed to the key person approach, which benefits the child, the parents, the staff, and the setting. It encourages secure relationships that support children to thrive, gives parents confidence, and makes the setting a happy place to attend or work in.

We want children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with our setting. We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

Because we are a small setting with children attending different sessions and staff varying from session to session, it is impractical to have a key person for each child at every session. Therefore, at Broadlands, all staff undertake the pastoral elements of the key person role for all children. The allocated key person is responsible for administering the record keeping for that child.

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**Procedures**

**Allocation of a Key Person**

We allocate a key person for each child by the end of the first half term after the child starts at the setting.

---

**Responsibilities of the Key Person**

The key person is responsible for:

- Offering unconditional regard for the child and being non-judgemental.
- Working with parents to plan and deliver a personalised plan for the child's wellbeing, care, and learning.
- Maintaining developmental records and sharing information regularly with the child's parents to ensure records reflect the child's experiences both at home and at the setting.
- Liaising with other carers involved with the child and coordinating appropriate sharing of information about the child's development.

---

**Responsibilities of the Preschool Manager**

The Preschool Manager is responsible for:

- Providing an induction for the family and supporting the child's settling-in process.
- Completing relevant forms with parents, including registration and consent forms.
- Explaining our policies and procedures to parents, with particular focus on safeguarding and the Prevent Duty.
- Acting as the key contact for the parents.
- Encouraging positive relationships between children and all preschool staff.

---

**Settling-In Process**

Before a child starts attending the setting, we provide their parents with information about the setting through written materials (such as our prospectus and policies), displays about activities, open days, and individual meetings if requested.

We offer opportunities for the child and their parents to visit the setting before enrolment. During the first session, the Preschool Manager welcomes the child and family, completes registration forms, and supports the initial settling-in process.

The process of settling-in is agreed jointly with the parents to find the best approach for the child. Parents or carers may need to stay for some sessions during the first week and gradually increase their time away from the child as they become more comfortable. Younger children, children who have not previously spent time away from home, or those returning after an absence may take longer to settle.

A child is considered settled when they form a relationship with the staff, are familiar with the environment, and

engage positively with other children and activities. Parents are asked to say goodbye and explain when they will return.

We recognise that some children settle more readily than others, and some who appear to settle quickly may not yet be ready to be left. We expect parents to stay until the child can remain happily without them. We do not believe leaving a child to cry accelerates settling; distress can hinder learning.

In cases where a child is very distressed, we reserve the right not to accept the child into the setting without a parent or carer present. Within the first four to six weeks, staff work with parents to begin creating the child's learning journal.

# Staffing

**Policy Statement**

We provide staffing ratios in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children receive sufficient individual attention and that care and education are of a high quality. Our staff are appropriately qualified, and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

---

**Procedures**

**Staffing Ratios**

- Children aged two years – at least 1 adult to 5 children:
  - At least one member of staff holds a full and relevant Level 3 qualification.
  - At least half of all other staff hold a full and relevant Level 2 qualification.
- Children aged three years and over – at least 1 adult to 8 children:
  - At least one member of staff holds a full and relevant Level 3 qualification.
  - At least half of all other staff hold a full and relevant Level 2 qualification.
- For children aged three years and over between 8:00 am and 4:00 pm, where a Qualified Teacher, Early Years Professional, or other suitable Level 6 qualified person is working directly with children:
  - There must be at least one member of staff for every 13 children.
  - At least one other member of staff holds a full and relevant Level 3 qualification.
- The number of children per key person considers individual children's needs and the capacity of the key person to manage their cohort.

---

**Inclusion in Ratios**

- Only staff and students aged 17 or older are included in the ratios.
- Competent and responsible students on long-term placements, regular volunteers aged 17 or over, and apprentices aged 16 or over may be included if deemed suitably qualified and experienced.

---

**Supervision and Deployment**

- A minimum of two staff/adults are on duty at all times, one of whom is the Manager or Deputy.
- The Manager or Deputy deploys staff, students, and volunteers to ensure adequate supervision of indoor and outdoor areas, with children usually within sight and hearing of staff, and always within sight or hearing at all times.
- Staff are deployed according to the needs of the setting and the children attending.
- Staff, students, and volunteers must inform colleagues if leaving their area and indicate where they are going.
- Staff, students, and volunteers must focus on the children and avoid social conversation while working with them.

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**Key Person Responsibilities**

- Each child is assigned a key person who plans with parents for the child's wellbeing and development.
- The key person is available to the family to discuss the child's progress and to offer guidance to support development at home.

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**Staff Collaboration**

- Regular staff meetings are held to plan the curriculum, discuss children's progress and achievements, and address any issues or difficulties that arise.

# Administering Medicines

**Policy Statement**

While it is not our policy to care for sick children, who should remain at home until they are well enough to attend, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

We ensure that medicines necessary to maintain a child's health are given correctly and in accordance with legal requirements. Where possible, medicines are administered at home (e.g., morning and evening doses). If a child has not previously had a medicine, it is advised that the parent keeps the child at home for the first 48 hours to monitor for adverse effects and allow the medication to take effect.

The Preschool Manager or Deputy is responsible for ensuring the correct administration of medication, including confirming parent consent, correct storage, and accurate record keeping.

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**Procedures**

**General Principles**

- Children must be well enough to attend the setting to receive medication.
- Prescription medication is only administered if prescribed by a doctor or other medically qualified professional, is in-date, and prescribed for the current condition.
- Non-prescription medication (e.g., pain or fever relief like Calpol) is only given if requested by a parent on route and for a valid health reason (e.g., high temperature).
- Children under 16 years are never given medicines containing aspirin unless prescribed specifically.
- All medication is stored in its original container, clearly labelled, and kept inaccessible to children. Staff check that it is in-date and prescribed for the current condition.

---

**Consent and Administration**

- Parents provide prior written consent, including:
    - Child's full name and date of birth
    - Name and strength of the medication
    - Prescribing professional's name
    - Dosage and times to be administered
    - Method of administration
    - Storage instructions and expiry date
    - Possible side effects
    - Parent's signature, printed name, and date
- Each administration is recorded on a medication record sheet, signed by the staff member giving the medicine.
- Parents review and sign the record at the end of the day. The record includes:
    - Child's name
    - Medication name and strength
    - Date and time of dose
    - Dose given and method
    - Staff signature and witness signature
    - Parent signature
- Staff receive individual training from health professionals if medication requires medical knowledge.
- For rectal diazepam, another staff member must be present to co-sign the record.
- Children do not self-administer, though they may be encouraged to communicate their needs for certain conditions (e.g., asthma).

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**Monitoring**

- Medication records are monitored for frequency to identify patterns that may indicate infection control issues.

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**Storage**

- Medication is stored safely in the office or refrigerated as required.
- The Preschool Manager or Deputy ensures medication is returned to parents at the end of the day.
- Long-term or regular medication is checked for expiry and out-of-date medication is returned to parents.

---

**Long-Term Medical Conditions**

- A risk assessment is carried out for each child requiring ongoing medication.
- Parents contribute to the risk assessment and are familiarised with the setting routines.
- Staff receive training in the condition and administration of the medication.
- The risk assessment covers all activities, including vigorous play and outings.
- An individual health plan is drawn up, outlining staff responsibilities, information sharing, and emergency measures.
- Health plans are reviewed at least every six months or more frequently if needed, including updates to medication, dosage, or side effects.
- Parents receive a signed copy of the individual health plan.

---

**Medication on Trips and Outings**

- Medication accompanies children in a sealed, labelled plastic box, including:
    - Child's name
    - Original pharmacist label or hospital instructions
    - Copy of consent form
    - Record sheet for administration
- On return, records are stapled to the main medication sheet and signed by parents.
- If a child must be taken to hospital, medication is taken in the same labelled box with consent documentation.
- This procedure should be read in conjunction with the Outings Procedure

# Managing Children Who Are Sick, Infectious, or with Allergies

**Policy Statement**
We aim to provide care for healthy children by preventing cross-infection of viruses and bacteria, and promoting health through identifying allergies and preventing contact with allergenic triggers.

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**Procedures for Children Who Are Sick or Infectious**

- Children requiring Calpol or similar analgesics before Preschool are usually deemed unwell and should not attend. Medication can mask symptoms of infectious illness. Parents should contact the Preschool Manager if unsure.
- If a child appears unwell during the day (temperature, sickness, diarrhea, head/stomach pain, moderate to severe respiratory symptoms), the Preschool Manager or Deputy will:
    - Call parents to collect the child, or request a known carer to collect them.
    - Keep children cool (remove excess clothing, sponge with cool water) and away from draughts.
    - Administer Calpol or similar only with verbal parental consent if temperature remains high; parents sign the medication record upon collection.
- In emergencies, an ambulance is called and parents are informed immediately.
- Parents are asked to seek medical advice before returning a child with infectious illness. Admission may be refused for children with fever, sickness, diarrhea, or contagious infections.
- Children prescribed antibiotics must remain at home for 48 hours before returning.
- After sickness or diarrhea, children must remain home for 48 hours after the last episode.
- Activities with cross-contamination risk (sand, water play, self-serve snacks) may be suspended during outbreaks.
- A list of excludable diseases and current exclusion times is maintained.

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**Reporting Notifiable Diseases**

- Notifiable diseases are reported by the GP to Public Health England under the Health Protection (Notification) Regulations 2010.
- The Preschool Manager informs Ofsted, contacts Public Health England, and follows any guidance received.

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**HIV/AIDS and Hepatitis Procedure**

- Viruses like HIV and Hepatitis A, B, and C are spread through body fluids. Hygiene precautions include:
    - Wearing single-use gloves and aprons when changing soiled clothing or nappies.
    - Bagging soiled clothing for parents to clean.
    - Cleaning spills with disinfectant; disposing of cloths.
    - Cleaning affected furniture, furnishings, and toys with disinfectant.

---

**Nits and Head Lice**

- Not excludable conditions, though children may be asked to stay home until infestation is treated in exceptional cases.
- Parents are informed of cases and asked to treat their child and family.

---

**Procedures for Children with Allergies**

- Allergies are recorded on the Registration Form.
- A risk assessment form is completed, detailing:
    - Allergen (substance, material, or living creature)
    - Nature of allergic reactions (rash, swelling, breathing problems, anaphylaxis)
    - Emergency procedures, including medication (e.g., EpiPen) and administration
    - Control measures to prevent contact with allergen
    - Review measures
- The risk assessment is kept in the child's file; a copy is displayed.
- A health care plan is completed if necessary.
- No nuts or nut products are used in the setting; parents are informed to prevent accidental exposure.

---

**Insurance Requirements for Allergies and Disabilities**

- Insurance covers children with disabilities or allergies if procedures are strictly followed.
- **Oral medication** (e.g., asthma inhalers):
    - Must be prescribed or have manufacturer instructions.
    - Written parental consent is required; kept on file.
    - No insurer notification needed.
- **Life-saving or invasive treatments** (e.g., EpiPens, rectal diazepam):
    - Required documentation:
        - GP/consultant letter stating condition and medication
        - Written parental consent for administration
        - Proof of staff training in administration
    - Copies sent to insurer; written confirmation of insurance extension obtained.
- **Key person for special needs children requiring tube or apparatus assistance:**
    - Written parental consent required for treatment/medication.
    - Staff must have relevant training or guidance from parents.
    - Copies of letters sent to insurer; confirmation of insurance extension obtained.
    - Emergency treatments (e.g., inhalers, EpiPens) are immediately accessible.

# Recording and Reporting of Accidents and Incidents

**Policy Statement**
We follow the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for accidents and incidents. Child protection matters or behavioural incidents between children are **not** regarded as incidents and are managed through separate procedures.

---

**Accident Forms**

- Kept in individual children's and staff files.
- Accessible to all staff and volunteers, who know how to complete them.
- Reviewed at least half-termly to identify potential or actual hazards.

---

**Reporting Accidents and Incidents**

**Notification to Ofsted (within 14 days)** for:

- Food poisoning affecting two or more children on our premises.
- Serious accident, injury, or illness of a child in our care, including action taken.
- Death of a child in our care.

**Notification to Local Child Protection Agencies:**

- Serious accidents or injuries to a child, or the death of a child, with adherence to any advice provided.

**Notification to Environmental Health:**

- Food poisoning affecting two or more children or adults on our premises.

**Notification under RIDDOR to Health and Safety Executive (HSE):**

- Work-related accidents causing injury to a member of the public taken directly to hospital.
- Specified injuries to employees (fractures, loss of consciousness, serious burns, amputations).
- Employee injuries causing 7 consecutive days off work.
- Work-related injuries causing 3+ days incapacitation are recorded in accident book.
- Occupational diseases as specified by HSE.
- Death of a child or adult related to work.
- Dangerous occurrences (e.g., gas leak) recorded in the incident book.

---

**Incidents**

- Emergency numbers for police, fire, ambulance, gas, electricity, and essential trades (plumber, carpenter) are readily available.
- Staff and volunteers carry out all health and safety procedures and know emergency procedures.
- On discovery of an incident, appropriate emergency services are contacted.
- Before children arrive: Preschool Manager or Deputy risk assesses premises and decides if limited service or closure is needed.
- During children's care: If evacuation is needed, follow Fire Safety and Emergency Evacuation Policy or risk assessment for outings.
- Witness statements are collected if a crime may have been committed.

**Incident Book Records:**

- Major incidents, including those reportable to HSE, such as:
    - Break-ins, burglaries, theft of property
    - Intruder access
    - Fire, flood, gas leak, electrical failure
    - Attacks on adults or children
    - Racist incidents involving staff or families
    - Notifiable diseases, outbreaks of food poisoning affecting 2+ children
    - Death of child or adult
    - Terrorist attacks or threats

**Incident Record Details:**

- Date and time of the incident
- Nature of the event
- Who was affected

- Actions taken (including police report and crime number if applicable)
- Follow-ups or insurance claims
- **Terrorist attacks:** Follow emergency services' advice; incident recorded once threat is resolved.
- **Child death on premises:** Call emergency services and follow their instructions.
- Incident records are **not** used for child-specific concerns; these are recorded in the child's file.

---

**Education Inspection Framework**

- Maintain a summary of:
    - All accidents
    - Exclusions
    - Children taken off roll
    - Incidents of poor behaviour or discrimination (including racist incidents)
    - Complaints and resolutions

# Nappy Changing Policy

**Policy Statement:**

- No child is excluded for not being toilet trained.
- We work with parents towards toilet training unless there are medical or developmental reasons preventing it.
- We provide nappy changing facilities and follow good hygiene practices.
- Toilet training is treated as a self-care skill, supported by adults in a non-judgmental way.

**Who Changes Children:**

- Only permanent staff undertake nappy changing.

**Supervision and Privacy:**

- Babies and young children are changed within sight of other staff.
- Children's dignity and privacy are always maintained.

**Changing Area:**

- The area is warm and has a safe mat.
- Bright lights are avoided to prevent discomfort to children's eyes.

**Protective Equipment:**

- Gloves and aprons are used appropriately.
- Gloves are optional for wet nappies with no infection risk.
- Gloves and aprons must always be worn for soiled nappies.
- Aprons are always worn to minimize cross-contamination.

**Hygiene Procedures:**

- All staff follow hygiene procedures strictly.
- Children are never left unattended on the changing mat.
- Staff are gentle, avoid negative facial expressions, and do not make inappropriate comments about nappy contents or genitals.

**Promoting Independence:**

- Nappy changing is a relaxed time to promote self-care skills.
- Children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash hands with soap and towels available.
- Older children use the toilet independently with adult support nearby if needed.

**Disposal of Nappies:**

- Pull-up contents are flushed, and the pull-up/nappy is bagged and binned.
- Cloth nappies or wet/soiled pants are rinsed, bagged, and returned to parents.

**Duty of Care:**

- Leaving children in wet or soiled nappies/pull-ups may be considered neglect and is a disciplinary matter.

**Record Keeping:**

- A daily nappy changing chart is completed.
- This ensures staff awareness of who has been changed and when, and provides a record for parent queries.

# Food and Drink Policy

**Policy Statement:**

- Snack and mealtimes are an important social time for children and adults.
- We promote healthy eating and provide nutritious food to meet children's individual dietary needs.

**Procedures:**

**Dietary Needs:**

- Parents are asked about their child's dietary needs, preferences, and allergies before the child starts attending.
- Dietary information is recorded on the Registration Form and signed by parents.
- Records are regularly updated in consultation with parents; parents sign to confirm accuracy.
- Current dietary information is displayed so all staff and volunteers are informed.
- Children only receive food and drink consistent with their dietary needs and parents' wishes.

**Menu Planning and Nutrition:**

- Snack menus are planned in advance and displayed for parents.
- Nutritious food is provided, avoiding excess saturated fat, sugar, salt, and artificial additives.
- A variety of foods are included:
    - Grains, cereals, and starchy vegetables
    - Fruit and vegetables
- Foods from children's cultural diets are included, providing familiarity and introducing new foods.
- Nut-free foods are provided for children with nut allergies.
- Religious dietary requirements, vegetarian/vegan diets, and allergies are considered.
- Children are never labelled or singled out because of their diet or allergy.

**Meal and Snack Times:**

- Mealtimes are social occasions where children participate.
- Children develop independence through choosing, serving, and feeding themselves.
- Utensils are age-appropriate and consider cultural eating practices.
- Fresh drinking water is always available; children are encouraged to drink throughout the day.

**Parent-Provided Food:**

- Parents are informed about storage facilities and suitable containers for food.
- Children are discouraged from sharing or swapping food to protect those with allergies.
- Semi-skimmed milk is provided for children who drink milk.

**Packed Lunches:**

- Parents are informed of our healthy eating policy.
- Encouraged contents: sandwiches with healthy fillings, fruit, milk-based desserts (e.g., yoghurt or crème fraîche).
- Sweet drinks and highly processed foods are discouraged; water is provided instead.
- Food mainly consisting of crisps, cakes, or sweet drinks may be returned to parents if necessary.
- Staff ratios are maintained during mealtimes to ensure safety and a positive social environment.

# Food Hygiene Policy

**Policy Statement:**

- We provide and/or serve food for children in the form of snacks and packed lunches.
- We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation, and serving of food.

**Procedures:**

**Food Preparation and Safety:**

- All staff responsible for food preparation understand the principles of HACCP where it applies.
- Food hygiene is based on risk assessment to prevent bacterial growth and contamination.
- All staff involved in food handling have received food safety and hygiene training.
- Food is purchased from reliable suppliers.
- Food is stored at correct temperatures and checked for freshness, pests, mold, or contamination.
- Packed lunches are stored in a cool place; unrefrigerated food is served within 4 hours of arrival.
- Food preparation areas are cleaned before and after use.
- Separate facilities are provided for handwashing and washing up.
- All surfaces are clean and non-porous.
- Utensils, crockery, and other equipment are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other hazardous substances are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.

**Cooking Activities with Children:**

- Children are always supervised during cooking activities.
- Children are taught the importance of handwashing and hygiene rules.
- Children are kept away from hot surfaces, hot water, and electrical equipment.

**Reporting Food Poisoning:**

- Not all sickness or diarrhea is food poisoning, and not all cases are reportable.
- If diagnosed by a GP or hospital doctor as food poisoning, and the source may be within the setting, the Preschool Manager will contact the Environmental Health Department and comply with any investigation.
- Ofsted is notified as soon as reasonably practicable, and always within 14 days, of confirmed cases of food poisoning affecting two or more children on the premises.

# Food Diary

Broadlands uses a food diary (Safer Food, Better Business) to ensure satisfactory hygiene standards have been met. See below

Broadlands is regularly inspected by the Local Council under the Food Safety Act 1990 and its associated regulations. A copy of the rating is displayed in the setting.



Week commencing:

Monday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

Tuesday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

Wednesday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

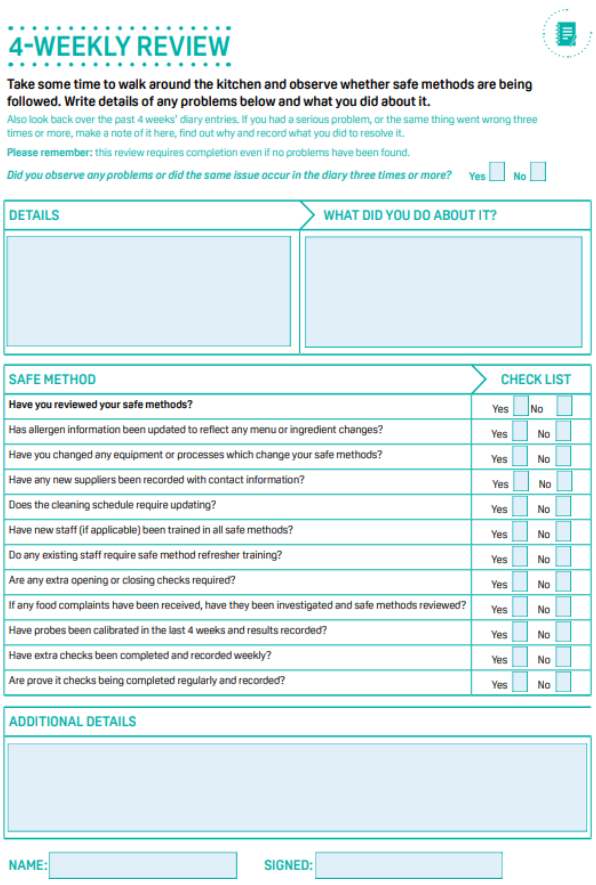
Thursday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

Friday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

Saturday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

Sunday
Any problems or changes – what did you do?
Opening checks ☐ Closing checks ☐
Name Signed
Our safe methods were followed and effectively supervised today.

EXTRA CHECKS
We have performed the following extra checks this week
Name Signed



4-WEEKLY REVIEW

**Take some time to walk around the kitchen and observe whether safe methods are being followed. Write details of any problems below and what you did about it.**

Also look back over the past 4 weeks' diary entries. If you had a serious problem, or the same thing went wrong three times or more, make a note of it here, find out why and record what you did to resolve it.

**Please remember:** this review requires completion even if no problems have been found.

*Did you observe any problems or did the same issue occur in the diary three times or more?* Yes ☐ No ☐

| DETAILS | WHAT DID YOU DO ABOUT IT? |
|---|---|
| | |

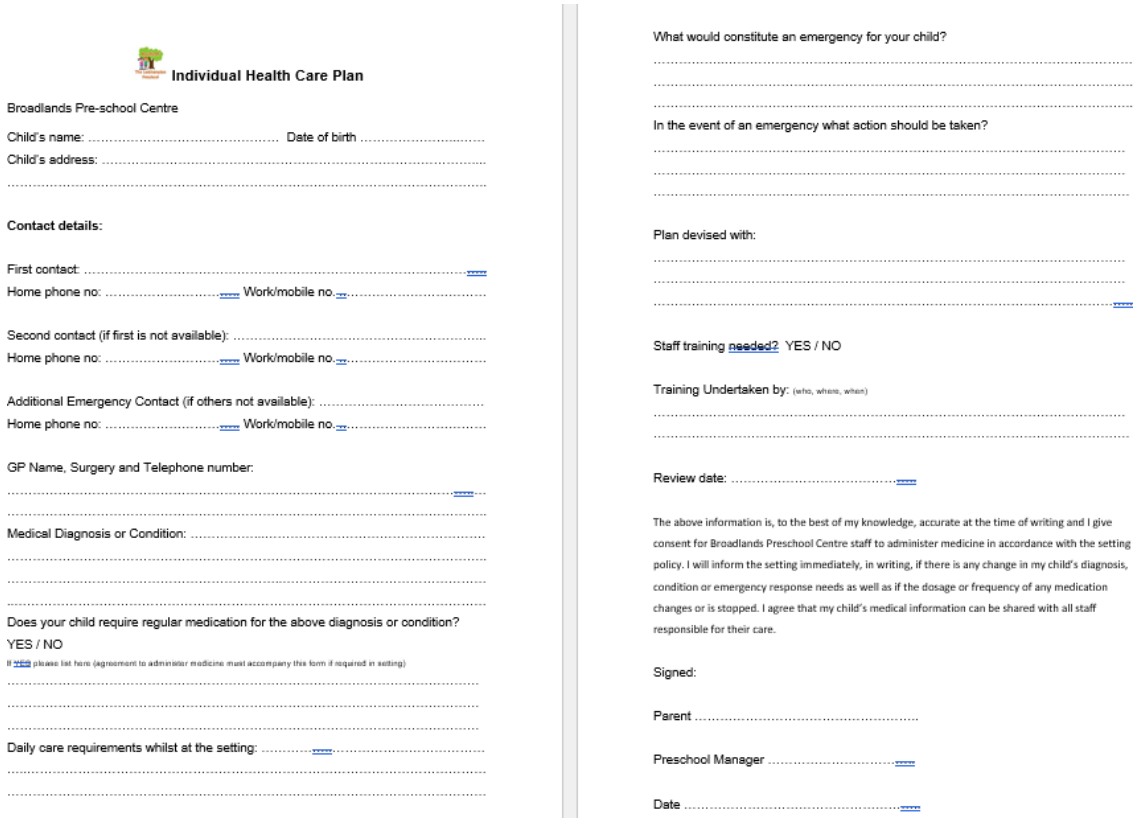
| SAFE METHOD | CHECK LIST |
|---|---|
| **Have you reviewed your safe methods?** | Yes ☐ No ☐ |
| Has allergen information been updated to reflect any menu or ingredient changes? | Yes ☐ No ☐ |
| Have you changed any equipment or processes which change your safe methods? | Yes ☐ No ☐ |
| Have any new suppliers been recorded with contact information? | Yes ☐ No ☐ |
| Does the cleaning schedule require updating? | Yes ☐ No ☐ |
| Have new staff (if applicable) been trained in all safe methods? | Yes ☐ No ☐ |
| Do any existing staff require safe method refresher training? | Yes ☐ No ☐ |
| Are any extra opening or closing checks required? | Yes ☐ No ☐ |
| If any food complaints have been received, have they been investigated and safe methods reviewed? | Yes ☐ No ☐ |
| Have probes been calibrated in the last 4 weeks and results recorded? | Yes ☐ No ☐ |
| Have extra checks been completed and recorded weekly? | Yes ☐ No ☐ |
| Are prove it checks being completed regularly and recorded? | Yes ☐ No ☐ |

ADDITIONAL DETAILS

NAME: SIGNED:

# Individual Health Care Plan

Broadlands uses an individual health care plan, where appropriate, that is used alongside the individual child's registration form, which contains emergency parental contact and other personal details.



**Individual Health Care Plan**

Broadlands Pre-school Centre

Child's name: ..... Date of birth .....

Child's address: .....

.....

**Contact details:**

First contact: .....

Home phone no: ..... Work/mobile no. .....

Second contact (if first is not available): .....

Home phone no: ..... Work/mobile no. .....

Additional Emergency Contact (if others not available): .....

Home phone no: ..... Work/mobile no. .....

GP Name, Surgery and Telephone number:

.....

.....

Medical Diagnosis or Condition: .....

.....

.....

.....

Does your child require regular medication for the above diagnosis or condition?

YES / NO

If YES please list here (agreement to administer medicine must accompany this form if required in setting)

.....

.....

.....

Daily care requirements whilst at the setting: .....

.....

.....

What would constitute an emergency for your child?

.....

.....

.....

In the event of an emergency what action should be taken?

.....

.....

.....

Plan devised with:

.....

.....

.....

Staff training needed? YES / NO

Training Undertaken by: (who, where, when)

.....

.....

Review date: .....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for Broadlands Preschool Centre staff to administer medicine in accordance with the setting policy. I will inform the setting immediately, in writing, if there is any change in my child's diagnosis, condition or emergency response needs as well as if the dosage or frequency of any medication changes or is stopped. I agree that my child's medical information can be shared with all staff responsible for their care.

Signed:

Parent .....

Preschool Manager .....

Date .....

# Promoting Positive Behaviour

**Statement**

We believe that children flourish when their personal, social, and emotional needs are understood and supported. Clear, fair, and developmentally appropriate expectations for behaviour are essential. Children learn about boundaries, right and wrong, and the impact of their actions on others with adult guidance. Key staff help children reflect, regulate, and manage their behaviour, and identify triggers for challenging behaviour.

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**Procedures**

**Staff Training and Support**

- All staff attend relevant training to support positive behaviour guidance.
- Staff implement the setting's behaviour procedures consistently, including the stepped approach.
- Staff can access expert advice if needed and support colleagues with behaviour management.

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**Stepped Approach to Behaviour**

**Step 1: Initial Guidance**

- EYFS guidance on behaviour management is incorporated into policies and practice.
- All staff are familiar with procedures on promoting positive behaviour.
- Staff apply initial intervention approaches consistently to support children.

**Step 2: Monitoring and Focused Support**

- Unwanted behaviours are addressed using the initial intervention approach.
- Staff discuss behaviours of concern, considering factors such as new siblings, illness, or additional needs.
- If unwanted behaviour persists, the Preschool Manager liaises with parents to develop a focused intervention plan.
- Focused intervention involves identifying triggers using observations, including the ABC method (Antecedent, Behaviour, Consequence).
- Action plans are shared with staff, implemented consistently, and monitored regularly.

**Step 3: External Support**

- If behaviour continues despite interventions, parents may be invited to discuss external support.
- External referral may include Early Help, specialist support, or an Education, Health, and Care Plan assessment.
- Advice from external agencies is incorporated into action plans and reviewed in multi-disciplinary meetings.

---

**Intervention Approaches**

**Initial Problem-Solving Intervention**

- Calmly address situations of distress or conflict.
- Stop hurtful actions, acknowledge feelings, gather information, and help children reflect and resolve issues.

**Focused Intervention Approach**

- Observes behaviour in context to identify causes and triggers.
- Uses the ABC method to understand antecedents, behaviours, and consequences.
- Plans support based on analysis of triggers and function of behaviour.

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**Rewards and Sanctions**

- Children are guided to manage their behaviour intrinsically.
- Rewards should not be overused and should teach skills, not just compliance.
- Children are never humiliated, labelled, shouted at, or left alone as punishment.
- Children may be accompanied to calm down and reflect if necessary.

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**Use of Physical Intervention**

- Physical intervention is only used when necessary to prevent harm to the child, others, or property (EYFS).
- Parents are informed the same day if reasonable force is used.
- Corporal punishment is never used or threatened.

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**Challenging Behaviour Between Children**

- Staff intervene immediately to prevent escalation.
- Parents of all children involved are informed.

- Risk assessments are completed to prevent further incidents.
- Serious incidents may be reported to children's social services and Ofsted as appropriate.

---

**Behaviour from Adults**

- Discriminatory or prejudiced behaviour, including xenophobia, is not tolerated.
- Allegations against staff or visitors are recorded and addressed.
- Escalatory procedures include verbal warnings, written agreements, and, in extreme cases, withdrawal of the child's place.

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**Legislation and Compliance**

This policy is in line with:

- EYFS 2025 Safeguarding and Welfare Requirements, including guidance on managing behaviour.
- Keeping Children Safe in Education (KCSIE) 2025, regarding safeguarding and child protection.
- Health and Safety legislation, where behaviour affects safety.

# Health and Safety Policy

**1. Policy Statement**

At Broadlands Preschool Centre, the health, safety and wellbeing of children is of paramount importance. We are committed to providing a safe, secure and healthy environment for children, parents, staff, volunteers and visitors. We aim to identify, reduce and manage risks to ensure that children are able to learn, develop and thrive safely. We recognise that safeguarding children includes protecting them from avoidable hazards and risks and that health and safety is a shared responsibility.

This policy applies to all staff, students, volunteers, committee members and visitors to Broadlands Preschool Centre.

**2. Legal Framework**

This policy is based on the requirements of:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005
- Food Safety Act 1990
- Data Protection Act 2018 and UK GDPR

**3. Responsibilities**

Overall responsibility for health and safety at Broadlands Preschool Centre lies with the **Preschool Manager**, **Florence Speller**, who is competent to carry out these duties and undertakes regular training to maintain up-to-date knowledge. The Preschool Manager is responsible for:

- Implementing this policy
- Ensuring risk assessments are carried out and reviewed
- Ensuring staff are trained and aware of health and safety procedures
- Ensuring statutory checks, records and insurance are in place

Health and safety information posters are displayed in the foyer. Public liability and employer's liability insurance are held, and certificates are displayed.

**4. Staff Awareness and Training**

- All staff, students and volunteers receive health and safety training as part of their induction.
- Induction includes safe working practices, employee wellbeing, safe lifting, manual handling and the safe storage of hazardous substances.
- Staff sign induction records to confirm understanding.
- Health and safety is reviewed regularly at staff meetings and included in ongoing training plans.
- A strict **no-smoking and no-vaping policy** operates on the premises at all times.
- Children are supported to develop an understanding of health and safety through daily routines, discussions and planned activities.

**5. Risk Assessment**

- Daily visual checks are carried out before children arrive.
- Formal written risk assessments are completed for the premises, equipment, activities and outings.
- Risk assessments are reviewed regularly and whenever changes occur.
- Risks are reduced where possible and children are taught to manage appropriate risks safely.

**6. Windows, Doors and Glass**

- Low-level windows are made from safety glass or are otherwise protected.
- Windows and doors are checked regularly for damage.
- Measures are in place to prevent finger trapping in doors.

- External access points are secure to prevent unauthorised entry.

**7. Floors and Walkways**

- Floors are checked daily to ensure they are clean, dry and in good condition.
- Spillages are cleaned immediately.
- Walkways and exits are kept clear and free from obstructions at all times.

**8. Electrical and Gas Safety**

- All electrical and gas equipment is maintained and checked in line with safety requirements.
- Boiler and meter cupboards are locked and inaccessible to children.
- Radiators, cables and sockets are suitably guarded where required.
- Electrical devices are switched off and unplugged when not in use.
- Hot water temperatures are controlled to prevent scalding.
- Lighting and ventilation are suitable throughout the premises, including storage areas.

**9. Storage**

- Equipment, toys and resources are stored safely and securely.
- Heavy or large items are stored at low level.
- Storage areas are kept tidy to prevent items falling or collapsing.

**10. Outdoor Area**

- The outdoor area is securely fenced, and gates are childproof.
- Daily safety checks are carried out before use.
- The area is cleared of hazards including litter, animal fouling and unsafe objects.
- Children and adults are made aware of poisonous plants and environmental hazards.
- Water play equipment is emptied and cleaned daily.
- Sand trays are covered when not in use and cleaned regularly.
- Children are appropriately dressed for weather conditions, including sun protection.
- Outdoor activities, particularly climbing and physical play, are closely supervised.

**11. Hygiene and Infection Control**

- Children are supported to learn good personal hygiene routines.
- The setting follows a daily cleaning schedule covering all areas.
- Toilets and handwashing facilities are hygienic and well maintained.
- Protective clothing such as gloves and aprons are worn when appropriate.
- Resources, dressing-up clothes and soft furnishings are cleaned regularly.
- Children do not have unsupervised access to the kitchen.

**12. Activities, Resources and Repairs**

- Equipment and resources are suitable for the age and stage of children attending.
- The layout of the setting allows safe movement between activities.
- Equipment is checked regularly and any faulty items are removed immediately.
- Unsafe areas are made inaccessible until repairs are completed.
- Only non-toxic materials are used.
- Physical play is always supervised.
- Children are taught how to use and store tools safely.

**13. Jewellery and Personal Accessories**

- Staff do not wear jewellery or accessories that could pose a risk.
- Parents are asked to ensure children's jewellery does not present a hazard, particularly earrings, necklaces or bracelets.

**14. Safety of Adults**

- Staff receive guidance on safe lifting and handling of equipment.
- Appropriate equipment (such as steps or ladders) is provided for reaching high areas.
- Warning signs are clear and accessible.
- A lone working policy is in place.
- Staff sickness and accidents are recorded and reviewed termly to identify patterns or concerns.

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**15. Control of Substances Hazardous to Health (COSHH)**

- COSHH regulations are followed at all times.
- A record is kept of hazardous substances and their storage locations.
- Hazardous substances are stored securely and out of children's reach.
- Chemicals are kept in original containers.
- Use of chemicals is kept to a minimum.
- Environmental impact is considered when purchasing and disposing of chemicals.
- Staff use protective equipment such as gloves when handling cleaning substances.

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**16. Accidents, Incidents and RIDDOR**

- All accidents and incidents involving children, staff or visitors are recorded.
- Parents are informed on the same day of any accident involving their child.
- Serious incidents are reported to Ofsted and relevant authorities in line with RIDDOR requirements.

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# Maintaining Children's Safety and Security on the Premises

**Policy Statement**

Broadlands Preschool Centre maintains the highest possible standards of safety and security to ensure that every child is protected and cared for safely during their time with us. We recognise that effective security arrangements are essential to safeguarding children and preventing unauthorised access to the premises.

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**Procedures**

**Children's Personal Safety**

- All staff employed at Broadlands Preschool Centre are subject to safer recruitment procedures, including an **enhanced DBS check with children's barred list information**.
- Suitability checks are reviewed regularly in line with EYFS requirements.
- Children are **always supervised appropriately**, both indoors and outdoors.
- Adults do not normally work alone with children. Where this is unavoidable, risk assessments and safeguarding measures are in place.
- At least **two adults are present on the premises** when children are in attendance.
- Risk assessments are carried out to ensure that children are not made vulnerable by the layout of the premises or by activities undertaken.

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**Premises Security**

- Clear systems are in place for the **safe arrival and departure** of children.
- Children's arrival and departure times are recorded daily.
- The arrival and departure of staff, volunteers and visitors are logged.
- Entry systems are in place to prevent unauthorised access.
- Procedures prevent children from leaving the premises without adult knowledge or supervision.
- Visitors are normally admitted by prior appointment only.
- Staff verify the identity of all visitors who are not known to them.
- Front doors and gates remain locked at all times.
- The rear door is kept locked and is only opened by the Preschool Manager or Deputy Manager.
- Staff and volunteers' personal belongings are stored securely during sessions.

# Supervision of Children on Outings and Visits

**Policy Statement**

Broadlands Preschool Centre recognises the value of outings and visits in enhancing children's learning experiences. We ensure that all off-site activities are carefully planned, risk assessed and supervised to maintain children's safety at all times.

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**Procedures**

- All outings have a **clear educational purpose** linked to learning and development outcomes.
- A **designated lead member of staff** is identified for each outing and is responsible for overall safety.
- Parents provide general written consent on registration for local outings as part of routine activities.
- Specific risk assessments are completed and reviewed for each venue used.
- Parents are invited to accompany children on major outings where appropriate.
- All risk assessments are signed by the Preschool Manager or Deputy Manager and participating staff.
- An outing will not proceed if safety concerns are identified at any stage.
- Written risk assessments are available for parents to view upon request.
- A minimum of **two staff members** accompany children on outings.
- Staff regularly count children and allocate responsibility for specific children.
- Children hold hands when walking near roads or crossing streets.
- Parents accompanying outings are responsible for their own child unless they are vetted volunteers and included in ratios.
- Staff take a mobile phone, first aid kit, required medication, emergency contact details, accident forms and a copy of the Missing Child Policy.
- Transport providers are reputable, supervised and are not included in staff ratios.

# Risk Assessment

**Policy Statement**

Broadlands Preschool Centre recognises that risk assessment is a vital part of safeguarding children and supporting safe, challenging play. We aim to reduce unnecessary risks while allowing children to take appropriate, supported risks that promote learning and development.

Risk assessment involves identifying hazards, evaluating risks and taking reasonable steps to reduce harm. The law does not require all risk to be eliminated, but that **reasonable precautions** are taken.

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**Procedures**

- The Preschool Manager ensures appropriate training is undertaken by staff and volunteers.
- Risk assessments cover both **children and adults** and include:
    - Identifying hazards indoors and outdoors
    - Assessing who may be affected and how
    - Evaluating risk levels
    - Implementing control measures
    - Reviewing effectiveness
- Written risk assessments are completed where appropriate and reviewed regularly.
- Risk assessments are reviewed following incidents or changes to practice.
- Annual safety checks are completed for electricity, gas and premises maintenance, with records retained.
- Risk assessments cover:
    - Fire safety
    - Food preparation and allergies
    - Cooking activities
    - Indoor and outdoor play equipment
    - Hazardous substances (COSHH)
    - Visitors bringing equipment or animals
    - Off-site activities, including outings and home visits
- Precautions are taken to minimise the risk of **Legionella**, in line with HSE guidance.

# Fire Safety and Emergency Evacuation

**Policy Statement**

Broadlands Preschool Centre maintains the highest standards of fire safety and emergency preparedness. Fire safety procedures comply with current legislation and guidance and are regularly reviewed to ensure they remain effective.

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**Procedures**

Fire Risk Assessment

- A fire risk assessment is carried out by a competent person.
- The Deputy Manager has received fire safety training and maintains the written fire risk assessment.

The assessment considers:

- Electrical equipment
- Gas appliances
- Means of escape
- Fire hazards specific to each area

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Fire Safety Precautions

- Fire doors are clearly marked, unobstructed and easy to open.
- Smoke alarms and firefighting equipment meet British Standards and are checked regularly.
- Electrical equipment is inspected annually by a qualified electrician.
- Emergency evacuation procedures are:
- Clearly displayed
- Explained during staff induction
- Practised regularly

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Emergency Evacuation

Evacuation procedures include:

- Familiarisation with alarm sounds
- Clear exit routes
- Safe assembly points
- Head counts and accountability
- Emergency service contact procedures
- Parent notification arrangements

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Fire Drills

- Fire drills are carried out at least once every half term.

Records are kept detailing:

- Date and time
- Number of children and adults
- Evacuation time
- Any issues identified
- Actions taken to improve procedures

# Animals in the Setting

**Statement**

Children learn about the natural world, including animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage (EYFS). Contact with animals can provide valuable learning experiences but must be managed safely. We aim to ensure that any contact with animals—whether in the setting or during visits—is conducted in line with sensible hygiene, safety measures, and relevant legislation.

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**Procedures**

**Animals in the Setting as Pets**

- We do not keep animals in the setting as pets to reduce the risk of infection and ensure the safety of all children and staff.

**Visits to Farms or Other Animal Venues**

- Prior to any visit, a thorough risk assessment is carried out, including review of the farm or venue's own risk assessment.
- We contact the venue in advance to check for any recent outbreaks of infections, such as E. coli. Visits may be postponed if there are health concerns.
- The visit follows the setting's Outings and Visits Procedure, ensuring all safeguarding, supervision, and ratio requirements are met.
- Children and staff wash and dry their hands thoroughly after any contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris immediately after leaving the venue and is not worn indoors.
- Staff and volunteers who are, or may be, pregnant are advised to avoid contact with ewes or other high-risk animals and are encouraged to consult their GP prior to the visit.

# No-Smoking

**Statement**

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) by maintaining a strict no-smoking environment at all times. This applies to both indoor and outdoor areas of the setting, ensuring the safety, health, and wellbeing of children, staff, parents, and visitors.

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**Procedures**

- All staff, parents, and volunteers are informed of our No-Smoking Policy.
- No-smoking signs are displayed prominently throughout the setting.
- We provide information on smoking cessation support for anyone seeking help to stop smoking.
- Staff who smoke do not smoke during working hours unless on a scheduled break off the premises.
- E-cigarettes and vaping are not permitted anywhere on the premises.
- Staff who smoke outside the setting or during breaks take measures to reduce the effects of odour and passive smoke for children and colleagues.
- Smoking is prohibited in all vehicles owned or used by the setting.
- Staff are made aware that failure to comply with this policy may result in disciplinary action.
- Employees are reminded that it is a criminal offence to smoke in smoke-free areas, subject to a fixed penalty of £50 or prosecution with a fine of up to £200, under current legislation.

# Staff Personal Safety Including Home Visits

**Policy Statement**

We recognise that the health, safety, and wellbeing of all staff is of paramount importance. All staff have the right to work in a safe environment, and we are committed to supporting safe working practices both on and off the premises, taking into account the needs and diversity of the children and families in our care.

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**Procedures**

**General Safety on the Premises**

- All staff arriving early in the morning or leaving late in the evening ensure that doors and windows are locked securely.
- Visitors are only admitted with prior appointments and after their identity has been verified.
- Staff record meetings and appointments in the diary, including details of who they are meeting and expected return time.
- Managers maintain liaison with local police to seek advice on safe practice if issues or concerns arise.

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**Home Visits**

Home visits are carried out at the discretion of the Preschool Manager. The following safety procedures apply:

- Risk Assessment: Prior to any home visit, the Key Person and Manager carry out a visit-specific risk assessment.
- Pairing: Staff normally attend visits in pairs, usually the Manager or Deputy Manager alongside the Key Person.
- Diary Record: Each home visit is recorded in the diary with the family's name, address, and appointment time.
- Contact: Staff notify an agreed contact in the setting when leaving for the visit and provide an expected return time.
- Staff Discretion: Staff do not enter premises if they have concerns about safety (e.g., if a parent appears intoxicated or aggressive).
- Communication: Staff carry a mobile phone for emergency contact.
- Emergency Signal: Staff agree an emergency word/phrase with the setting. If they feel threatened, this triggers an immediate 999 call.
- Follow-Up: If staff do not return at the expected time, the contact person attempts to call them. If contact cannot be made after a reasonable time, the police are notified.

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**Dealing with Agitated Parents in the Setting**

- If a parent appears angry, agitated, or hostile, two staff members will lead them away from the children to a more private area, without shutting the door.
- Staff remain standing if the parent is standing and speak in low, calm, and clear tones.
- Staff use empathic language and seek solutions, avoiding potentially inflammatory expressions such as "calm down" or "be reasonable."
- If threats or abusive behaviour continues, staff inform the parent that the police will be called and emphasise that such behaviour is inappropriate in front of children.
- After the incident, details are recorded in the child's personal file, including actions taken, decisions made with parents, and any correspondence related to the event.

# Valuing Diversity and Promoting Inclusion and Equality

**Policy Statement**

We are committed to creating a fully inclusive setting that meets the needs of all children, families, and staff. We recognise that children come from diverse backgrounds, family structures, and life experiences. Families may face social exclusion, hardship, or discrimination due to ethnicity, disability, religion or belief, sexual orientation, marital status, pregnancy, gender, or other protected characteristics under the Equality Act 2010.

We are committed to anti-discriminatory practice and aim to:

- Promote equality, value diversity, and foster good relations within the setting and wider community.
- Include all families and value their positive contributions.
- Provide a safe, secure, and accessible environment for all children.
- Promote a positive, non-stereotyping culture based on dignity, respect, and understanding of difference.
- Identify and take positive action to benefit disadvantaged or under-represented groups.

We also integrate our Enhanced Inclusion Champion Programme, ensuring that staff trained as Inclusion Champions support children with additional needs, monitor inclusion practice, and help the team to reflect and adapt provision to meet the needs of all children.

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**Procedures**

**Admissions**

- Our setting is open and accessible to all.
- Admissions follow a fair and non-discriminatory process in line with the Equality Act 2010.
- Information is provided in clear, concise language and, where possible, in other languages.
- Publicity materials reflect the diversity of the local community.
- We provide information about our provision for children with Special Educational Needs and Disabilities (SEND).
- Reasonable adjustments are made to ensure disabled children can participate fully.

**Employment**

- Recruitment is fair and accessible to all applicants.
- Job descriptions explicitly include promoting equality and diversity.
- Selection is based on merit, with monitoring to ensure the process is inclusive.

**Training and Inclusion Support**

- Staff receive training in anti-discriminatory practice, equality, and inclusion.
- The Enhanced Inclusion Champion supports staff in applying inclusive practices, understanding SEND, and promoting equality.
- Staff are trained to administer medicines and perform invasive care procedures as required.

**Curriculum and Learning Environment**

- The curriculum encourages children to develop positive attitudes towards themselves and others, empathy, confidence, self-esteem, and reflection.
- Inclusive practice includes:
    - Promoting mutual respect and tolerance.
    - Modelling positive behaviour and discouraging discriminatory remarks.
    - Using resources reflecting diverse communities.
    - Celebrating local and cultural festivals.
    - Supporting children with English as an Additional Language (EAL) and children with SEND.
- We audit accessibility regularly and make reasonable adjustments to environment and curriculum to meet all children's needs.

**Valuing Diversity in Families**

- Families are welcomed and encouraged to share stories and participate in the life of the setting.
- Flexible payment options are offered to families experiencing financial difficulties.
- Positive action is taken to encourage disadvantaged or under-represented groups to access the setting.

**Food and Mealtimes**

- Children's dietary requirements arising from medical, religious, or cultural needs are respected.
- Children learn about a range of foods and cultural approaches to mealtimes.

**Meetings and Communication**

- Meetings are scheduled to enable all families to participate.

- Information is provided in multiple formats, including translation where possible, to ensure inclusivity.
- Fathers and non-resident parents are actively encouraged to participate.

**Monitoring and Reviewing**

- Policies and procedures are reviewed annually to ensure effectiveness in promoting equality, diversity, and inclusion.
- Complaints procedures are available and records are accessible to parents.
- The Enhanced Inclusion Champion monitors practice and advises on improvements.

**Public Sector Equality Duty**

- We ensure our practice complies with the Public Sector Equality Duty to:
    - Eliminate discrimination, harassment, and victimisation.
    - Promote equality of opportunity.
    - Foster good relations between people with and without protected characteristics.

# Supporting Children with Special Educational Needs (SEN)

**Policy Statement**

- We provide an inclusive environment in which all children, including those with special educational needs (SEN) and disabilities, are supported to achieve their full potential.
- We follow the Special Educational Needs and Disability Code of Practice (2014) and have regard to the EYFS Statutory Framework, ensuring all children receive high-quality early education.
- Our approach ensures early identification, appropriate support, and ongoing monitoring for children with SEN.
- We work in partnership with parents and, where appropriate, children themselves, listening to and acting on their views.
- We collaborate with the local authority, external agencies, and specialists to provide the best outcomes for children with SEN and their families.
- We regularly monitor and review our SEN policy and provision, making adjustments to meet evolving needs.
- Our Enhanced Inclusion Champion programme supports the team by providing expertise, mentoring staff, monitoring inclusion practices, and ensuring that strategies align with SEND guidance and EYFS requirements.

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**Procedures**

**SENCO and Staff Roles**

- A Special Educational Needs Co-Ordinator (SENCO) is designated to oversee day-to-day SEN provision and coordinate support.
- Our SENCO is Flo Speller.
- The SENCO ensures:
    - Implementation of the SEN policy across the setting.
    - Staff are informed, trained, and supported to meet the needs of children with SEN.
    - Liaison with parents, external agencies, and the Enhanced Inclusion Champion to provide targeted support.
- Provision for children with SEN is the responsibility of all staff, supported by the SENCO and Inclusion Champions.

**Admissions and Access**

- Inclusive admissions ensure equality of access and opportunity for all children, including those with disabilities or SEN.
- Reasonable adjustments are made to ensure all children can participate in the curriculum and activities.

**Curriculum and Provision**

- We provide a broad, balanced, and differentiated curriculum to meet individual learning needs.
- We implement SEN support, including early identification and targeted intervention.
- The graduated approach (assess, plan, do, review) is applied with increasing detail and frequency to monitor progress.
- Support plans and interventions are individualised and monitored by the SENCO, staff, and Inclusion Champions.

**Parental and Child Involvement**

- Parents are actively involved in assessing, planning, and reviewing their child's SEN provision.
- Where appropriate, children's views are sought and considered in decisions affecting them.
- Parents are provided with information on local support services such as the Local Offer or Information, Advice and Support Services.

**External Agencies and Referrals**

- We liaise with external agencies to improve outcomes for children with SEN.
- Systems are in place for referrals for further assessment, including Early Help Assessments and Education, Health and Care Plans (EHCPs).

**Resources and Training**

- Resources, including staffing and financial support, are allocated to implement the SEN policy effectively.
- All staff, including volunteers, receive training in identifying, assessing, and supporting children with SEN.
- The Enhanced Inclusion Champion provides ongoing support and mentoring to staff, ensuring best practice is maintained.

**Monitoring and Evaluation**

- Effectiveness of SEN provision is reviewed using:

    - Action plan reviews
    - Staff and management meetings
    - Feedback from parents and external agencies
    - Inspection reports and complaints
- Policy and practice are evaluated annually, and adjustments are made where necessary.
- A complaints procedure is available to parents regarding SEN provision.

# Promoting British Values

**Policy Statement**

- We actively promote inclusion, equality of opportunity, the valuing of diversity, and fundamental British values in all aspects of our practice.
- Under the Equality Act 2010, we have a legal duty not to discriminate, harass, or victimise anyone with protected characteristics. Reasonable adjustments are made to ensure children and families are not disadvantaged.
- As a publicly funded setting, we also have a Public Sector Equality Duty to eliminate discrimination, advance equality of opportunity, foster good relations, and publish information demonstrating compliance.
- The Early Years Foundation Stage (EYFS) supports children's social and emotional development, laying the foundation for becoming responsible social citizens. Children develop skills to:
    - Listen and follow instructions
    - Understand right from wrong
    - Recognise similarities and differences
    - Develop friendships and empathy
    - Take turns and respect rules and boundaries
    - Understand consequences of hurtful or discriminatory behaviour

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**Procedures – Embedding British Values**

We explicitly and implicitly embed fundamental British values into the EYFS curriculum, following "Fundamental British Values in the Early Years" (Foundation Years 2015) guidance:

**1. Democracy – making decisions together**

- Practitioners encourage children to understand that their views count.
- Children participate in decision-making, turn-taking, sharing, and collaboration.
- Opportunities are provided for children to ask questions and explore ideas, fostering enquiry and self-confidence.

**2. Rule of Law – understanding rules matter**

- Practitioners help children understand the consequences of their actions.
- Children collaborate to create rules, such as tidying up or taking turns, ensuring rules apply to everyone.
- Staff consistently model respect for rules and routines.

**3. Individual Liberty – freedom for all**

- Children are encouraged to develop a positive sense of self, self-esteem, and confidence.
- Practitioners provide opportunities for safe risk-taking, e.g., obstacle courses, and support reflection on experiences.
- Children are taught that it is acceptable to have different opinions and make choices about activities, beliefs, and learning.

**4. Mutual Respect and Tolerance – treating others as you wish to be treated**

- Practitioners create an inclusive ethos, valuing different faiths, cultures, and family backgrounds.
- Children learn to appreciate diversity, understand similarities and differences, and respect the views of others.
- Staff actively challenge stereotypes, promote positive attitudes, and provide diverse stories and resources.

**Unacceptable Behaviour**

It is not acceptable in our setting to:

- Promote intolerance of individual faiths, cultures, or races
- Fail to challenge gender stereotypes or routinely segregate children by gender
- Isolate children from the wider community
- Fail to address behaviours of staff, children, or parents that contradict British values

**Prevent Strategy**

- Under the Counter-Terrorism and Security Act 2015, we have a duty to prevent children from being drawn into extremism.
- Practitioners are vigilant and aware of signs of radicalisation, promoting safe, positive discussions and critical thinking appropriate to the child's age.

**Enhanced Inclusion Champion Programme**

- Our Inclusion Champions support embedding British values and equality principles throughout the setting.
- Champions provide guidance, mentoring, and training to staff, ensuring consistent implementation and

monitoring of policies promoting inclusion, diversity, and British values.

- They also liaise with parents and the wider community to promote understanding and positive engagement with these values.

# Admissions Policy

**Policy Statement**

- Our setting is open and accessible to children and families from all sections of the community.
- We aim to provide fair, transparent, and inclusive admission procedures, ensuring equality of opportunity and compliance with EYFS Statutory Framework (2025), the Equality Act 2010, and relevant local authority guidance.
- We actively consider the needs of children with special educational needs and disabilities (SEND), children with English as an additional language, and children from diverse family backgrounds.

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**Procedures**

**Access and Publicity**

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is provided in clear, plain English, in written and spoken form, and in other languages or accessible formats on request.
- Our Enhanced Inclusion Champion programme supports the monitoring of access to ensure that families from under-represented or disadvantaged groups are aware of and can access our provision.

**Waiting List and Placement Priority**

- Children are generally admitted in registration order, taking into account:
    - Age of the child, with priority given to children eligible for funded entitlement, including eligible two-year-olds.
    - Length of time on the waiting list.
    - Proximity of the home to the setting.
    - Siblings already attending the setting.
    - Capacity of the setting to meet individual needs, including SEN and accessibility requirements.
- Funded places are offered in line with the local authority Code of Practice and any current conditions.
- A place may be kept vacant, if financially feasible, for emergency admissions.

**Inclusion and Equality**

- The setting is welcoming to all parents and carers, including fathers, mothers, other relatives, and guardians.
- Practices promote positive regard for differences in gender, family structure, class, background, religion, ethnicity, ability, or language.
- Children and/or parents with disabilities are encouraged and supported to participate fully in all activities.
- Registration information is monitored to ensure no accidental or unintentional discrimination occurs.
- Families are informed about and encouraged to access the setting's Valuing Diversity, Inclusion and Equality Policy.

**Flexibility and Family Support**

- We consult with families regarding opening times to accommodate diverse working patterns and childcare needs.
- We offer flexible attendance patterns where possible, ensuring stability and continuity for all children.
- The Enhanced Inclusion Champion monitors and advises on flexible arrangements to ensure equitable access for all families, particularly those with additional needs.

**Conditions of Admission**

- Admission may be withdrawn if the terms and conditions of registration are not met, following discussion and attempts to resolve the issue with families.

# Parental Involvement Policy

**Policy Statement**

- We believe that children benefit most when parents and early years settings work in partnership.
- Our aim is to support parents as their children's first and most important educators, involving them fully in their children's education and the life of the setting.
- We also aim to support parents' own learning, development, and well-being.
- We recognise that some parents are less well represented in early years settings, including fathers, parents who live apart from their children, and working parents.
- For the purposes of this policy, 'parents' includes mothers, fathers, same-sex parents, stepparents, foster parents, and other carers who have parental responsibility, as defined under the Children Act (1989).

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**Procedures**

**Welcoming Parents**

- All parents are made to feel welcome and greeted appropriately on arrival.
- The setting uses multiple strategies to involve parents who may be less represented, including fathers, working parents, and parents who live apart from their children.
- We ensure accessibility for parents with disabilities, additional needs, or language barriers. The Enhanced Inclusion Champion monitors engagement levels to ensure all parents are included in activities and decision-making.

**Communication and Information Sharing**

- Ongoing dialogue with parents ensures that staff have a thorough understanding of children's needs and family circumstances.
- Parents are informed about the running of the setting, including policies such as Safeguarding and Child Protection and the Prevent Duty. Staff check that parents understand this information.
- Information about children and families is kept confidential in line with data protection legislation and our privacy notice.
- Exceptions to confidentiality occur only where a child may be at risk of harm, or where other agencies must be involved. Parental consent is sought wherever possible, in line with our Information Sharing Policy.

**Consent and Participation**

- Parents provide specific consent for: administering medication, emergency treatment, outings, and use of photographs for records.
- Parents are informed of expectations at registration, including settling-in procedures, and are encouraged to actively participate in their child's transition.
- Parents are consulted on changes to the delivery of the service and are encouraged to participate in decision-making processes.

**Parental Engagement in Learning**

- Opportunities are provided for parents to:
    - Contribute to the social and cultural life of the setting.
    - Share their skills, knowledge, and interests in activities.
    - Support their child's learning both at home and in the setting, through structured projects or informal engagement.
- Key persons meet regularly with parents to discuss children's progress, concerns, or agreed plans, including:
    - Special Educational Needs (SEN) support plans.
    - Protection Plans where relevant.

**Meetings and Accessibility**

- Meetings are scheduled to maximise participation, including evenings or weekends where appropriate.
- The setting ensures venues and materials are accessible, including translation and interpreter services for parents who speak English as an additional language, and provision for parents with literacy or other support needs.
- The Enhanced Inclusion Champion advises on strategies to increase engagement of under-represented groups and monitor inclusivity in parental involvement.

**Complaints, Queries, and Documentation**

- Parents are informed of procedures for queries, complaints, or suggestions.

- Written complaints procedures are available and explained to ensure understanding.
- Parents have access to children's developmental records and other relevant documentation, including:
    - Admissions Policy
    - Complaints Procedure
    - Record of Complaints
    - Developmental Records

# Children's Records

**Policy Statement**

- We maintain robust record-keeping systems to meet legal requirements, support children's learning and welfare, and protect confidentiality.
- Our systems comply with the General Data Protection Regulation (GDPR) 2018, the Data Protection Act (2018), and the Human Rights Act (1998).
- This policy should be read alongside our:
    - Confidentiality and Client Access to Records Policy
    - Privacy Notice
    - Information Sharing Policy

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**Procedures**

**Sharing and Communication**

- If a child attends another setting, we establish a two-way flow of appropriate information with parents and other providers.
- We incorporate comments from other providers, parents, and carers into the child's records where relevant, ensuring continuity of care and learning.

**Types of Records**

We maintain two main types of records:

1. Developmental Records
    - Observations, photographs, video clips, work samples, and summary developmental reports.
    - Accessible to staff, the child, and the child's parents to support learning and development.
2. Personal Records (as applicable)
    - Personal Details: Registration forms, consent forms.
    - Contractual Matters: Attendance, fees, fee disputes, signed agreements.
    - Development, Health, and Well-being: EYFS profile summaries, discussions about daily development and welfare.
    - Early Support and SEN: Intervention plans, SEN action plans, records of meetings, and communications.
    - Welfare and Child Protection: Records of concerns, safeguarding actions, Education, Health and Care Plans (EHCP), Looked After Child information.
    - Correspondence and Reports: 2-Year-Old Progress Checks, letters, emails, and confidential reports from other agencies.

**Confidentiality and Security**

- Personal and confidential records are stored securely in a locked cabinet or secure office.
- Access is restricted to authorised staff: Manager, Deputy, SENCO, key persons, or other staff authorised by the Manager.
- Correspondence is read, actions noted, and filed immediately.
- Children's personal files may be shared with Ofsted or local authority audits as legally required, but never released to others.

**Parental Access**

- Parents have access only to their child's records, in accordance with our Privacy Notice and Confidentiality Policy.
- Staff do not discuss personal information with other staff except where it is necessary for planning and supporting the child.

**Retention and Archiving**

- General records: retained for 3 years after the child leaves.
- Accident records: retained until the child is 21 years old.
- Child protection records (S.47 investigations): retained until the child is 25 years old.
- Archiving: paper documents placed in sealed, labelled envelopes and stored securely; electronic records encrypted and securely stored.
- Financial information stored and retained according to finance procedures.

**Other Records**

- Daily registers record: child names, attendance hours, and key persons.
- Students or trainees observing in the setting are briefed on our Confidentiality Policy and must comply fully.

# Provider Records Policy

**Policy Statement**

- Broadlands maintains provider records for the purposes of operating the setting efficiently, meeting legal obligations, and ensuring the safety and well-being of children and staff.
- All records are considered confidential, especially sensitive employment records, and are managed in compliance with:
    - General Data Protection Regulation (GDPR) 2018
    - Data Protection Act (2018)
    - Human Rights Act (1998)
- This policy should be read alongside our:
    - Privacy Notice
    - Confidentiality and Client Access to Records Policy
    - Information Sharing Policy

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**Types of Provider Records**

Records include but are not limited to:

- Registration records for the setting.
- Landlord, lease, and contractual documentation for amenities, services, or goods.
- Financial records documenting income and expenditure.
- Health and safety records, including risk assessments and inspections.
- Employment records of staff, including contact details, qualifications, and DBS checks.
- Contact information for any adults in regular unsupervised contact with children.

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**Procedures**

**Management and Security**

- All records are the responsibility of the management team, who ensure they are kept secure, confidential, and up to date.
- Filing systems are maintained in an orderly manner, with regular updates and audits.
- Financial records are updated for audit purposes and regulatory compliance.
- Health and safety records, including risk assessments, inspections, and guidance, are regularly reviewed and recorded.
- Employment and staff records are securely stored, and access is restricted to authorised personnel only.

**Public Documentation Display**

- Our Ofsted registration certificate and Public Liability insurance certificate are displayed prominently.

**Notification of Changes to Ofsted**

Broadlands will notify Ofsted as soon as reasonably practicable of:

- Any change in the address of the premises.
- Any structural or space changes affecting the quality of childcare or provision.
- Any change in the registered provider's name or contact information.
- Any change in the person managing the provision.
- Any significant event likely to affect suitability to look after children, as detailed in the EYFS Statutory Framework (2025).

**Confidentiality and Access**

- Records are treated with sensitivity according to their content.
- Access is strictly controlled and restricted to those authorised by management, ensuring compliance with GDPR and safeguarding requirements.

**Review**

- Provider records are reviewed periodically to ensure accuracy, relevance, and compliance with legislation and EYFS requirements.
- Records that are no longer needed are securely disposed of according to data protection procedures.

# Transfer of Records to School

**Policy Statement**

- Broadlands recognises that children may move to another early years setting or progress to a nursery or reception class.
- We support smooth transitions for children by preparing records of their development and learning in line with the Early Years Foundation Stage (EYFS) Statutory Framework (2025).
- Parents are fully involved in the transfer process, and appropriate information is shared with the receiving setting or school.
- Confidential records, including those relating to child protection concerns, are shared only according to Local Safeguarding Children Board (LSCB) guidance and statutory safeguarding requirements.

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**Procedures**

**Transfer of Development Records**

- The child's key person prepares a summary of the child's achievements in all seven areas of learning and development.
- The record may include:
    - Any additional language(s) spoken and progress in each.
    - Any additional needs identified or supported by our setting.
    - Any special educational needs or disabilities, including details of an Education, Health and Care Plan (EHCP) and the lead professional.
- The record incorporates:
    - A summary by the key person.
    - A summary of the parent's perspective on their child.
    - Optional supporting evidence, e.g., photographs, drawings, or examples of work.
- Where applicable, we follow local authority transition record formats for children moving to school.
- If there have been welfare or safeguarding concerns, a star is marked on the assessment record to flag it.

**Transfer of Confidential Information**

- Any child protection concerns raised during a child's time at the setting are summarised and shared with the receiving setting or school.
- Information shared includes:
    - The nature of concerns.
    - Actions taken by our setting.
    - Dates of the last professional meetings or case conferences.
- Where a Section 47 investigation has occurred, the receiving setting is provided with the child's social worker contact details, regardless of the outcome.
- Records are delivered securely to the receiving setting or school's designated safeguarding lead and marked confidential.
- Other personal file documents are not shared unless specifically required for safeguarding or statutory purposes.

**Parent Involvement**

- Parents are informed of what information will be transferred and may provide input into the summary of their child's achievements.
- Consent for sharing development records is obtained unless safeguarding concerns override this requirement.

**Safeguarding and Legal Compliance**

- This policy is implemented in line with:
    - EYFS Statutory Framework (2025), particularly safeguarding and information sharing requirements.
    - Working Together to Safeguard Children (2023).
    - Data Protection Act (2018) / GDPR.
    - Local Safeguarding Children Board guidance.

# Confidentiality and Client Access to Records

**Policy Statement**

- Broadlands respects the privacy of children and their families and ensures that information shared with the setting is handled confidentially.
- Staff and managers have a "confidential relationship" with families, meaning information is shared only as necessary to support the child's welfare, development, and safety.
- We adhere to:
    - Information Sharing: Advice for practitioners providing safeguarding services (HMG, 2015)
    - GDPR (2018) and Data Protection Act (2018)
    - Human Rights Act (1998)
    - EYFS Statutory Framework (2025) safeguarding and welfare requirements
- Confidentiality is balanced with the paramount commitment to child safety; information may be shared without consent if a child is at risk.

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**Confidentiality Procedures**

- Most information shared between families, children, and the setting is confidential.
- Information may be shared with professionals, social care, or police only where necessary and in line with the Information Sharing Policy.
- Parents are informed when sensitive information is recorded, e.g., concerns about child welfare, injuries, or communications with external agencies.
- Records are stored securely:
    - In lockable cabinets or encrypted electronic files.
    - No children's records are kept on unsecured hard drives; typed documents are deleted from PCs after printing.
- Staff discuss children's progress in meetings; sensitive matters are shared only on a need-to-know basis with the child's key person, manager, or authorised staff.
- Staff do not share information about children or families with unrelated staff, other parents, or third parties outside of professional frameworks.
- When third parties provide information about a child, the manager ensures its confidentiality before it is recorded.

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**Client Access to Records**

- Parents (or persons with parental responsibility) have the right to access records relating to their child:
    1. Requests must be made in writing to the Preschool Manager.
    2. The setting acknowledges the request and arranges access within one month; complex requests may extend by two months with explanation.
    3. Third-party consent is obtained where files reference other individuals (e.g., family members, staff, or external agencies).
    4. A "clean copy" of the file is prepared, with third-party information removed or redacted, verified by the manager and legal advisors.
    5. Parents view the file with the manager to ensure proper explanation; they may receive a copy after discussion.
- The content of records must remain accurate, non-judgmental, and complete; no material may be removed or altered to make it more acceptable.
- Parents may challenge factual inaccuracies; where entries reflect professional judgement or opinion, these remain, but the parent's perspective can be recorded.
- For contentious or legally sensitive material, legal advice is sought.
- Telephone guidance for general data queries is available from the Information Commissioner's Office (Helpline: 0303 123 1113).

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**Key Points**

- Confidentiality is absolute except where safeguarding requires disclosure.
- Staff are trained in handling confidential information.
- This policy works in conjunction with:

- Children's Records Policy
- Information Sharing Policy
- Safeguarding Children and Child Protection Policy
- Privacy Notice

# Information Sharing

"Sharing information is an intrinsic part of any frontline practitioner's job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum, it could be the difference between life and death."

*Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government, 2015).*

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**Policy Statement**

We recognise that parents have a right to know that the information they share with us will be regarded as confidential and to be informed about the circumstances in which, and the reasons why, we may be obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulation (GDPR) (2018), which are further explained in our Privacy Notice provided to parents at the point of registration.

The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which the data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data, including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. This includes situations where:

- it is necessary to prevent a crime from being committed or to intervene where one may have been committed;
- it is necessary to prevent harm to a child or adult; or
- not sharing the information could result in greater harm.

Responsibility for decision-making should not rest solely with an individual practitioner. Staff are supported by the management team, who provide clear guidance, policies and procedures to ensure that staff and volunteers understand their information-sharing responsibilities and respond appropriately to safeguarding concerns.

The three critical criteria are:

- Where there is evidence that a child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm to children, young people or adults, including the prevention, detection and prosecution of serious crime.

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**Procedures**

Our procedures are based on the GDPR principles listed above and the Seven Golden Rules for Information Sharing outlined in Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers (HM Government, 2015). We also follow guidance from the Local Safeguarding Children Partnership.

- The General Data Protection Regulation (2018) and human rights legislation are not barriers to justified information sharing under the Children Act 1989; rather, they provide a framework to ensure that personal information is shared appropriately.
- Our Information Sharing Policy provides guidance on sharing information appropriately within the setting and with external agencies.

Staff will:

- Be open and honest with individuals and families from the outset about why, what, how and with whom information may be shared, and seek their consent where appropriate, unless it is unsafe to do so or there is a

legal obligation to share information. Parents receive a Privacy Notice at registration explaining this further.

We ensure parents:

- Receive a copy of our Privacy Notice and information about our Information Sharing Policy when their child starts at the setting.
- Sign the Registration Form to confirm they understand the circumstances where information may be shared without their consent, particularly where safeguarding concerns arise.
- Receive information about our Safeguarding Children and Child Protection Policy.
- Are informed about other situations where information may be shared with external agencies, such as when a child has additional needs or when transitioning to school.

Staff should:

- Seek advice from other practitioners if unsure about sharing information, without disclosing the identity of the individual where possible.
- Discuss concerns about children routinely during supervision. Any actions taken are recorded in the child's file.
- Refer safeguarding concerns to the Designated Safeguarding Lead (DSL) or deputy, who may contact children's social care for advice where necessary.
- Seek guidance from the manager when considering sharing information without consent.

Information sharing decisions should:

- Respect the wishes of those who do not consent where possible.
- Still allow information to be shared without consent where there is a legitimate safeguarding concern.
- Be based on the facts of the case and any legal obligations.

Staff must consider the safety and wellbeing of the child or others when deciding whether to share information.

In our setting we:

- Record concerns and discuss them with the designated safeguarding lead.
- Record decisions made about information sharing and the reasons for them.
- Follow the procedures set out in our Safeguarding Children and Child Protection Policy.

When sharing information we ensure it is:

- Necessary
- Proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure

Our Safeguarding Children and Child Protection Policy and Children's Records Policy explain how and where information should be recorded and what information should be shared when making a referral.

Staff must:

- Keep a record of decisions made about whether to share information or not.
- Record what information was shared, with whom, and for what purpose.

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**Consent**

When parents choose our setting, they share personal information about themselves and their families. This information is treated as confidential.

Parents are informed that we will usually seek their consent to share information, except where safeguarding concerns require information to be shared without consent.

We ensure:

- Parents understand our policies regarding information sharing.
- Parents sign the Registration Form to confirm they understand these procedures.
- Written consent is sought to share information about additional needs or to pass development summaries to another provider or school.
- Parents receive copies of any forms they sign.

When considering whether to share information, we ask:

- Is there a legitimate purpose for sharing the information?
- Does the information enable a person to be identified?
- Is the information confidential?

- Do we have consent to share it?
- Is there a statutory duty or court order requiring the information to be shared?
- If consent is refused, is there sufficient public interest to justify sharing?
- Are we sharing the right information in the right way?
- Have we recorded our decision appropriately?

Consent must be freely given, meaning the person understands:

- why information is being shared
- what information will be shared
- who will receive the information
- the purpose of sharing
- the implications of sharing.

Consent may be:

- explicit (preferably written)
- verbal
- implicit, where sharing is an intrinsic part of the service and has been explained.

Consent can be withdrawn at any time.

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**Separated Parents**

Consent to share information normally needs to be obtained from one parent with parental responsibility, usually the parent with whom the child resides.

Where parents are separated and disputes arise, the setting will consider the situation carefully.

If a child is looked after, the Local Authority (as corporate parent) may also need to be consulted before sharing information.

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All of the above procedures are subject to our paramount commitment to the safety and wellbeing of the child.

Please also refer to our Safeguarding Children and Child Protection Policy.

# Working in Partnership with Other Agencies

**Policy Statement**

We work in partnership with local and national agencies to promote the wellbeing, safety and development of all children in our care.

We recognise that working collaboratively with other professionals helps to ensure that children and families receive appropriate support and services when needed.

We will only share information with other organisations when it is lawful, necessary and in line with our Information Sharing Policy, Privacy Notice, and Safeguarding Children and Child Protection Policy. We will never share data with any organisation for their own marketing or commercial purposes.

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**Procedures**

- We work in partnership with local and national agencies to promote the wellbeing of children and support families when additional services or support may be required.
- We have procedures in place for the appropriate sharing of information about children and families with other agencies. These procedures are outlined in our Privacy Notice, Information Sharing Policy, Safeguarding Children and Child Protection Policy, and Supporting Children with Special Educational Needs Policy.
- Information shared with us by other agencies is regarded as third-party information and is treated as confidential. This information will not be shared further without consent from the originating agency, unless there is a safeguarding concern or legal requirement to do so.
- When professionals from other agencies visit the setting, we welcome them and respect their professional roles and responsibilities.
- We follow appropriate local safeguarding partnership protocols when working with other agencies, particularly in relation to safeguarding and child protection matters.
- Visitors from other agencies are not permitted unsupervised access to children within the setting and must not have unsupervised access to other children during their visit.
- Staff do not casually share information or seek informal advice about any named child or family outside of appropriate professional channels.
- Where appropriate, we consult with and signpost parents to local and national organisations that provide specialist advice or support. These may include services relating to:
    - cultural or community support
    - drug and alcohol support services
    - welfare and benefits advice
    - childcare and education support
    - adult learning opportunities.

# Making a Complaint

**Policy Statement**

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting.

We anticipate that most concerns will be resolved quickly through an informal discussion with the appropriate member of staff. If this does not achieve a satisfactory outcome, we have a clear procedure for dealing with concerns and complaints.

We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all parties involved.

In accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS), we keep a written record of all complaints relating to the requirements of the EYFS and their outcome. This record is available to parents and to Ofsted on request.

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**Procedures**

All settings must keep a written record of complaints that reach Stage 2 and above, including details of the investigation and outcome.

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**Stage 1 – Informal Resolution**

- Any parent who has a concern about an aspect of the setting should discuss their concern with the Manager in the first instance.
- Most concerns can be resolved quickly and informally at this stage.
- The concern and how it was resolved will be recorded in the child's file.

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**Stage 2 – Formal Complaint**

- If the issue is not resolved at Stage 1, or the concern recurs, the parent should submit their complaint in writing.
- All written complaints are stored securely in the child's personal file. Where a complaint requires a detailed investigation, information may be kept in a separate complaint file.
- The Manager will investigate the complaint and arrange a meeting with the parent to discuss the outcome.
- Parents will be informed of the outcome of the investigation within 28 days of the complaint being made.
- When the complaint is resolved at this stage, the key details and outcome are recorded in the Complaint Investigation Record, which is available to Ofsted on request.

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**Stage 3 – Management Review**

- If the parent is not satisfied with the outcome, they may request a meeting with the Manager and the Chair of the management committee (where applicable).
- Parents may bring a friend, partner, or representative to the meeting if they wish.
- A written record of the discussion and any agreed actions will be made.
- All parties present sign the record and receive a copy.
- This signed record signifies that the procedure has concluded at this stage.

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**Stage 4 – Mediation**

- If agreement cannot be reached, an independent mediator may be invited to assist in resolving the complaint.
- The mediator must be acceptable to both parties.
- The mediator will listen to both sides and may hold separate meetings if helpful.
- The mediator keeps discussions confidential but records the outcomes of meetings and any recommendations made.

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**Stage 5 – Final Meeting**

- When mediation has concluded, a final meeting will take place between the parent(s), the Manager and the Chair.
- The aim is to agree on any actions needed to resolve the complaint.
- The mediator may attend if all parties agree.
- A written record of the meeting and final decision is made and signed by all parties.

This signed record signifies that the complaints procedure has concluded.

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**Role of Ofsted and Safeguarding Partners**

Parents may contact Ofsted directly at any stage of the complaints process.

Ofsted can be contacted via:

- Telephone: 0300 123 4666
- Email: enquiries@ofsted.gov.uk
- Online: www.gov.uk/ofsted

These contact details are displayed within the setting.

If a complaint raises concerns about a child's safety or welfare, the setting will follow the procedures of the Local Safeguarding Partners.

Where necessary, the setting will work with Ofsted and safeguarding partners to ensure a full investigation and appropriate action.

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**Records**

- A record of complaints relating to the setting, the children, or staff is kept for at least three years.
- Records include:
    - the date of the complaint
    - details of the complaint
    - how the complaint was investigated
    - the outcome.
- The Complaint Investigation Record is available for parents and Ofsted inspectors to view upon request.

# Safety and Security on Site (Including Entrance and Exit Procedures)

**Policy statement**

We work together as a team to maintain high standards of safety and security in order to safeguard the children in our care. We carry out regular checks and risk assessments to ensure that our premises remain secure, safe and suitable for children, staff and visitors at all times.

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**Procedures**

- A designated member of staff carries out regular risk assessments of the premises, outdoor areas and equipment at least every half term, and records any actions taken.
- The outside gate is kept bolted and locked during sessions to prevent unauthorised access.
- The front door is bolted at the top during indoor play sessions to maintain the security of the setting.
- Staff members are available to greet parents and children at the beginning of each session and to safely hand children over to parents or authorised adults at the end of each session.
- Children remain in their parent or carer's care until they are personally handed over to a member of staff at the beginning of the session and are handed back into the care of their parent or authorised collector at the end of the session.
- Prams and pushchairs must be left outside unless they contain a child. Prams and pushchairs are not permitted inside the playroom.
- All staff members sign in on arrival. Volunteers and students on duty are also recorded.
- All visitors to the premises must be signed in on arrival and signed out when leaving.
- Once all children have arrived, the outside gate is padlocked. The gate is unlocked at the end of each session (12:00pm and 3:30pm) to allow parents and carers to collect their children. A bell on the gate alerts staff to any visitors.
- In the event of an unwanted visitor, the Preschool Manager or Deputy will speak to the visitor while being observed by another member of staff. If the visitor refuses to leave when asked, the police will be contacted.
- If a sibling accompanies a parent to the setting, the parent remains responsible for them at all times and they must not be left unattended.
- Children are not permitted in the kitchen unless supervised by an adult. The kitchen door must remain bolted when not in use.
- Hot drinks must only be consumed in the kitchen area or office.
- All cleaning materials and potentially hazardous substances are stored safely in the kitchen or store cupboard and kept out of children's reach.
- All portable electrical appliances are tested annually by a qualified electrician. Certificates are kept on file. The Preschool Manager, Deputy and Committee are responsible for ensuring these checks are carried out.
- Fire extinguishers and the boiler are serviced annually and records are kept. The Preschool Manager, Deputy and Committee ensure these checks take place.
- A well-stocked first aid box is kept in the adult toilet and is checked at least every half term by the Preschool Manager.

# Fire Safety and Emergency Evacuation Policy

**Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff are familiar with the current legal requirements, and the setting has procedures in place to ensure the safe and swift evacuation of all children, staff and visitors in the event of a fire or other emergency.

Clear evacuation procedures are practised regularly so that everyone knows how to respond quickly and safely.

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**Procedures**

**Procedure to be followed in the event of a fire inside the building**

- The designated Fire Warden is the most senior member of staff present on any given day.
- Upon hearing the fire alarm or being alerted to a fire, everyone must stop what they are doing immediately.
- Staff and children must leave the building by the nearest safe exit. Personal belongings must not be collected.
- Children will be calmly escorted to the designated assembly point.
- The **front assembly point** is just inside the outer gate to the premises or the large central tree on Burrows Field if it is necessary to leave the premises.
- The **back assembly point** is the first tree on the right.
- An allocated member of staff will collect the register and the setting mobile phone.
- Remaining staff members will supervise and escort the children out of the building, ensuring that children inside and those waiting to leave remain supervised at all times.
- The Fire Warden will check the toilets, kitchen and other areas of the hall where it is safe to do so before leaving the building.
- Once at the assembly point, the allocated member of staff will call the register to ensure all children, staff and visitors are present.
- A designated member of staff will contact the fire brigade if required.
- During a fire drill, once the register has been completed and everyone is accounted for, children will be escorted safely back into the building.
- If the building cannot be re-entered, children will be taken to the bench/trees on the left-hand boundary of Burrows Field and supervised until each parent or carer has been contacted and arrangements made for collection.

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**Procedure to be followed in the event of a fire in the play area at the front of the building**

- The staff member or parent identifying the fire will shout “Fire” to alert others.
- Everyone must stop what they are doing immediately.
- Staff members will guide the children back into the premises, close the door behind them and exit safely onto the field at the back of the building.
- An allocated member of staff will collect the register and the setting mobile phone.
- The Fire Warden will check the outside area to ensure no children remain and then return to the main group.
- Once all staff, children and any parent helpers are assembled on the field, the allocated staff member will call the register.
- A designated staff member will contact the fire brigade if required.
- The Fire Warden will assess the situation (which may include speaking with the fire brigade) to determine whether it is safe to return to the building or whether a full evacuation of the premises is required.

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**Fire safety management**

- Fire drills are carried out regularly (at least once every term) and recorded.
- Fire exits are clearly marked and kept free from obstruction at all times.
- Fire detection and firefighting equipment is checked and serviced annually.
- Staff receive instruction on fire evacuation procedures as part of their induction.

# Admission Numbers

**Policy Statement**

At Broadlands, we follow the requirements of the Early Years Foundation Stage (EYFS) statutory framework to determine our maximum admission numbers.

It is our intention to ensure that the number of children admitted can be cared for safely and appropriately. Where necessary, and in order to safeguard children's welfare and meet their individual needs, our actual admission numbers may be set below the legally permitted maximum so that all children can benefit from a safe and effective preschool education.

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**Procedures**

- The dimensions of Broadlands have been measured and the usable floor area calculated in accordance with the requirements of the Early Years Foundation Stage (EYFS) statutory framework.
- The available floor space has been calculated taking into account furniture, staff movement and safe working space.
- The maximum number of children who can be admitted has been calculated using the floor space requirements specified in the EYFS statutory framework.
- Based on these calculations, our setting is able to admit **up to 24 children per session**.
- While this is the maximum number permitted, the Preschool Manager may reduce the number of children attending a session where necessary following a risk assessment or in order to meet the needs and welfare of the children attending.
- Any changes to the registered maximum number of children must be agreed with Ofsted.

# Financial Management

**Policy Statement**

We ensure that our finances are managed responsibly and transparently so that the maximum possible proportion of our resources is spent on providing high-quality care and education for the children in our setting.
Financial management procedures ensure that appropriate controls are in place to safeguard the organisation's funds and that financial decisions are made in a responsible and accountable manner.

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**Procedures**

- We ensure that sufficient funds are available at all times to meet the day-to-day running costs of the organisation.
- We aim to maintain a financial reserve equivalent to six months' running costs or the estimated costs of closure, whichever is greater, in order to ensure financial stability.
- We maintain appropriate internal financial controls to prevent fraud, error or misappropriation of funds.
- The Preschool Manager is responsible for the day-to-day management of the setting's finances.
- The Treasurer oversees the financial management of the organisation and regularly reviews financial policies and procedures to ensure they remain appropriate.
- The Treasurer provides regular financial reports to the committee/board on the financial position of the organisation.

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**Purchasing Authorities**

To ensure that Broadlands' financial resources are carefully controlled and that expenditure is properly authorised, the following spending limits apply.

| **Authorisation** | **Spending Limit** |
|---|---|
| Preschool Manager **OR** Deputy Manager **OR** Officer* | Up to £300 |
| Preschool Manager **OR** Deputy Manager **AND** Officer* | £301 – £500 |
| Full Committee/Board Approval | Over £500 |

*The term Officer refers to the Chair, Vice Chair, Secretary and Treasurer.

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**Invoice Authorisation**

To ensure that invoices are legitimate and that goods or services have been received as expected:

- The person who initiated the purchase will check and sign the invoice. This will usually be the Preschool Manager but may also be a committee member.
- Once authorised, the invoice may be processed for payment by the Financial Administrator in accordance with the supplier's payment terms.
- The invoice is then forwarded to the Treasurer for final review and authorisation.

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**Expenses Policy**

Broadlands will reimburse reasonable expenses that are wholly, necessarily and exclusively incurred in connection with the work of the organisation.

To claim expenses:

- The claimant must complete an expenses claim form available from the Preschool Manager (also stored on Dropbox).
- All claims must be supported by receipts, which should be attached to the form.
- The form must be signed by the claimant and countersigned by the Preschool Manager or an Officer.
- The Financial Administrator will process payment within a reasonable timeframe (normally within one week), after which the claim is sent to the Treasurer for final review.

# Invoicing, Payment and Debt Recovery Policy

**Policy Statement**

For Broadlands to operate as a sustainable setting, it is essential that all sums due are recovered efficiently and fairly. We aim to manage invoicing and debt recovery in a professional and sensitive manner, recognising that families may experience financial difficulties and may require support to maintain payments.

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**Procedures**

Broadlands will:

- Ensure invoices are issued promptly and follow up quickly where payment has not been received.
- Encourage parents/carers to make early contact if they experience difficulty making payments.
- Take reasonable steps to prevent arrears, including offering flexible payment options where appropriate.
- Identify deliberate non-payment or repeated late payment where this occurs.
- Take appropriate recovery action where necessary.
- Ensure any enforcement action taken is fair, proportionate and likely to be effective.

Our invoicing and payment procedures aim to ensure fairness for all families while maintaining the financial sustainability of the setting.

We recognise that non-payment can occur for a variety of reasons, including financial hardship, oversight or personal difficulties. Where parents or carers contact us to explain their circumstances, we will work with them to agree a reasonable payment arrangement wherever possible.

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**Invoicing**

Invoices will normally be issued monthly and will be payable within 7 days of the invoice date.

Invoices will:

- Be issued by Tapestry app unless otherwise requested.
- Clearly state the child's name and the relevant term details.
- Clearly state what is being charged and where funding has been allocated.
- Include the payment due date.

Invoices include the following statement:

"Broadlands needs to ensure we have a sustainable business and receiving prompt payments is a key part of this. We are happy to discuss alternative payment options to prevent arrears occurring, including more frequent, smaller payments. Please contact us for further details."

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**Monitoring and Follow-Up**

- Outstanding invoices will be reviewed regularly by the Financial Administrator and reported at committee meetings.
- Where payments are overdue, the Preschool Manager will contact the parent/carer to discuss the situation.
- If payment difficulties are identified, the setting may offer a payment plan or provide information about funding options.

If no response is received, the Financial Administrator will send a reminder letter including a copy of the invoice and payment policy.

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**Non-Payment and Debt Recovery**

If payment is not received and no contact has been made with the setting:

- Broadlands reserves the right to withhold a child's place until the account is settled or suitable arrangements have been agreed.
- This may also apply where a child receives grant funding but additional fees are outstanding.

Broadlands also reserves the right to:

- Apply interest and recovery costs to outstanding debts in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
- Pursue recovery of the debt through the Small Claims Court if necessary. Any costs incurred may be added to the outstanding balance.

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**Support for Families**

Where parents or carers experience financial difficulties, Broadlands will seek to provide support where possible. Options may include:

- Payment by instalments.
- Signposting to available funding schemes.
- Access to hardship funds if available.

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**Hardship Procedure**

- Parents experiencing financial hardship may apply for assistance where hardship funding is available.
- Where no specific hardship fund exists, the committee may review the circumstances and, if appropriate, approve a temporary fee reduction of up to 50%.

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**Parent Information**

The following information is provided to parents when a child's place is confirmed:

- A £100 non-refundable deposit is payable for children whose full fees are not covered by Local Authority funding. This fee is non-refundable unless a place cannot be offered.
- Fees are invoiced at the start of each term.
- Invoices are issued by the Tapestry app unless otherwise requested.
- Payment is due within 7 days of the invoice date.
- Six weeks' notice is required to cancel a place.
- Payment of fees is required to maintain a child's place at the setting.
- Payment can be made by cash, BACS transfer or via tax free childcare payments.
- Parents experiencing payment difficulties should contact the Preschool Manager or Financial Administrator as soon as possible to discuss payment arrangements.

If payment is not received and no contact has been made:

- Broadlands reserves the right to suspend the child's place until the account is settled or an arrangement is agreed.
- Interest and recovery costs may be applied in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
- As a final step, the Small Claims Court procedure may be initiated.

# Media Relations

**Policy Statement**

Broadlands recognises the importance of managing communications with the media in a professional and responsible manner. All communication with the press or media outlets must be carefully considered to ensure that accurate information is shared and that the privacy and safeguarding of children, families and staff is protected.
Only authorised individuals may communicate with the media on behalf of Broadlands.

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**Procedures**

- All press or media enquiries must be directed to the Board via the Broadlands website contact page or official email address.
- Staff, volunteers and committee members must not provide comments, statements or information to the media on behalf of the setting.
- If approached by the media, staff and committee members should politely decline to comment and refer the enquiry to the Board.
- Any response to a press enquiry will be carefully considered by the Board before being issued.
- Where Broadlands initiates communication with the media, the content must be approved by at least two Board members before publication.
- No information will be shared that could identify a child, family or staff member without appropriate consent and consideration of safeguarding and confidentiality policies.
- Any media communication will comply with the setting's Confidentiality, Information Sharing and Safeguarding policies.

# Lone Worker Policy

**Policy Statement**

Broadlands recognises that lone working may present increased risks to the health and safety of employees and volunteers. We are committed to identifying and managing these risks effectively.

This policy sets out how lone working will be managed to ensure staff and volunteers remain safe when working without direct supervision.

This policy operates alongside the setting's Health and Safety procedures and risk assessments.

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**Aims**

This policy aims to protect staff and volunteers who may be required to work alone either inside or outside the premises, where there are no other individuals present who could reasonably be expected to provide immediate assistance in the event of an incident or emergency.

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**Definition**

A lone worker is any employee or volunteer who works alone without close or direct supervision.

Situations that may involve lone working include:

- The last employee or volunteer in the building when locking up
- Employees working outside normal operating hours
- Staff undertaking cleaning duties alone
- Staff or committee members attending out-of-hours meetings or functions

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**Risk Assessment**

Broadlands will ensure that risk assessments consider activities where lone working may occur. Particular attention will be given to situations where risks may increase due to the nature of the work or the lack of immediate support.

Risk assessments will consider the following:

- Risk of violence or aggression – where staff may encounter members of the public or others
- Equipment safety – ensuring any equipment used is suitable for one-person operation
- Manual handling – heavy or bulky items should not be lifted when working alone
- Work at height – work at height will not be undertaken by lone workers
- Worker suitability – the medical fitness and capability of staff required to work alone

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**Procedures and Control Measures**

Staff and volunteers must take reasonable care of their own safety and follow the procedures below when lone working.

- Lone working should be avoided wherever possible.
- When entering or leaving the building during darkness, ensure keys are readily available and remain alert to potential risks.
- Doors should be locked when working alone within the building.
- Lone workers must have access to a mobile phone or the setting telephone at all times.
- The Chair or a designated committee member must be informed of any planned weekend or holiday lone working.
- Staff should inform a family member, colleague or friend that they are working alone, including expected arrival and departure times.
- Lone workers must be familiar with emergency procedures, including fire evacuation arrangements.
- Meetings with parents or members of the public must not take place when staff are working alone, meetings should only occur during normal operating hours or when more than one staff member is present.
- Staff must not handle cash when lone working.
- Late meetings should end promptly to avoid leaving a single staff member alone on the premises.
- Staff must not admit unauthorised persons to the building when working alone.

# Safer Sleeping Policy and Procedure

**Broadlands Preschool Centre**

**Policy statement**

At Broadlands Preschool Centre, we recognise that sleep is essential to children's health, development and emotional well-being. Due to limited facilities, children do not routinely sleep during sessions. Children who regularly require an afternoon nap are expected to attend morning sessions only until they are ready to drop their sleep.

However, we acknowledge that on occasion a child may fall asleep unexpectedly or require rest while awaiting collection. In these circumstances, we follow safer sleeping guidance to ensure children are cared for appropriately, supervised at all times and protected from avoidable risk.

This policy is informed by the **Statutory Framework for the Early Years Foundation Stage (EYFS)** and reflects our commitment to meeting children's individual needs while maintaining high standards of safeguarding and welfare.

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**Procedures**

**General principles**

- Children do not routinely sleep at Broadlands Preschool Centre.
- Sleep or rest is incidental, short-term and responsive to individual need.
- A clean sleep mat is available for use in these circumstances.
- Parents are informed if a child has slept or required rest.
- The Preschool Manager or Deputy oversees any instances of sleep.

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**When a child falls asleep or needs to rest**

- If a child falls asleep or appears unwell, distressed or excessively tired, staff respond sensitively and appropriately.
- The child may rest on a sleep mat in a quiet area of the playroom until they wake naturally or are collected.
- Parents/carers are contacted where appropriate, particularly if sleep is unexpected or prolonged.
- Sleeping children are never left unattended.

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**Safe sleep and rest arrangements**

- The child is placed on their back where possible.
- No pillows, loose bedding, soft toys or hazards are placed near the child's face.
- The sleep mat is clean, suitable and positioned away from hazards.
- Children are not placed to sleep in prams, buggies or unsuitable equipment.
- Children are never forced to sleep.

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**Supervision and monitoring**

- A member of staff maintains continuous visual supervision.
- The child's breathing, position and colour are checked regularly.
- Staff ratios are maintained at all times.
- Sleeping children remain within sight and hearing of staff.

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**Environment and safety**

- The room temperature is monitored to prevent overheating.
- Emergency contact details and medical information are accessible.
- The resting area is kept clear and safe.

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**Recording and communication**

- All instances of sleep or rest are recorded.
- Parents are informed verbally at collection and, where appropriate, in writing.
- Ongoing tiredness may prompt discussion with parents regarding session suitability.

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**Safer Sleep Checklist (Staff Use)**

✓ Child placed on back on a clean sleep mat

✓ Face uncovered and airway clear

✓ No loose bedding, soft toys or hazards nearby

✓ Child within sight and hearing of staff at all times
✓ Regular visual checks completed
✓ Parent informed

# Adverse Weather Policy

**Policy Statement:** At Broadlands Preschool the safety, health, and well-being of children in our care are paramount, especially during adverse weather conditions. This policy aligns with the revised Early Years Foundation Stage (EYFS, September 2025), detailing our procedures to ensure children, staff, and visitors remain safe and secure during adverse weather.

**Closure Conditions:** Preschool may close in the event of severe weather such as snow, flooding, or extreme heat, if any of the following apply:

- It is unsafe for children, parents, or staff to travel to the nursery
- Access to the nursery is obstructed or hazardous
- There is a risk of children or staff being stranded at the nursery

**Risk Assessment and Decision Making:** The Manager will conduct a thorough risk assessment and consult with relevant staff and the committee where necessary. The final decision to open or close the nursery lies with the Manager and committee, taking into account health, safety, and safeguarding duties.

**Partial Opening or Delayed Start** Where full closure is not necessary, preschool may operate a reduced schedule (e.g. early closure/late opening) to reduce risk. Parents are encouraged to walk if safe, and use caution in icy or snowy conditions.

**Outdoor Play and Snow**: Snow is viewed as a valuable sensory and learning experience. Children will go outside unless it is unsafe due to extreme temperatures or slippery surfaces. Parents should ensure children are dressed appropriately with boots, hats, and gloves. Activities will be adapted where required for SEND or very young children.

Emergency Closure During the Day If the weather worsens during the day, a decision may be made to close early. Parents will be notified via message/phone call/ email. Children will be supervised until collected. Any children not collected within a reasonable timeframe will be safeguarded in line with our non-collection procedures. Safeguarding and Attendance Monitoring Even during closures, attendance records must be maintained. Patterns of non-attendance will be reviewed to identify vulnerable children.

# Attendance Policy

**Review Frequency:** Annually or sooner if legislation changes

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## 1. Policy Statement

At Broadlands preschool, we believe that regular attendance is essential to children's learning, development, wellbeing and safeguarding. Consistent attendance enables children to build secure relationships, develop routines, and access the full Early Years Foundation Stage (EYFS) curriculum.

We are committed to working in partnership with parents and carers to promote excellent attendance while recognising that young children may occasionally be absent due to illness, medical appointments or exceptional family circumstances.

Attendance is regarded as an important safeguarding responsibility. We monitor attendance patterns and follow up unexplained or prolonged absences promptly to ensure every child's welfare.

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## 2. Purpose

This policy aims to:

- Promote regular attendance for all children.
- Ensure children receive the full benefit of their early years education.
- Support families experiencing barriers to attendance.
- Meet safeguarding responsibilities under the EYFS Statutory Framework.
- Maintain accurate attendance records.

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## 3. Responsibilities

In accordance with statutory EYFS framework and safeguarding legislation the manager/DSL Flo Speller will:

- Monitor attendance across the setting.
- Review attendance patterns regularly.
- Work with families where attendance causes concern.
- Ensure appropriate safeguarding procedures are followed
- Monitor unexplained and prolonged absences.
- Follow safeguarding procedures where concerns arise.
- Liaise with external agencies where necessary.
- Keep detailed records of actions taken.

Staff will:

- Complete attendance registers accurately.
- Report unexplained absences immediately.
- Welcome children positively following absence.
- Share attendance concerns with the DSL.

Parents/carers are expected to:

- Ensure children attend regularly.
- Notify the setting before the start of the session if their child will be absent.
- Provide a reason for every absence.
- Keep emergency contact information up to date.
- Inform Preschool of any changes affecting attendance.

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**4. Recording Attendance**

In line with the EYFS we will keep full registration details for each child

Registers are recorded at the beginning of every session and end of every session using tapestry, our online communication platform.

The register records:

- Children present
- Absences including holiday/illness or other
- Late arrival
- Early collection
- Visitors on the premises

Attendance records are retained for a minimum of 3 years in accordance with DFE legislation and EYFS requirements.

**5. Reporting Absence**

Parents should notify the nursery as soon as possible, preferably before the session begins, by:

- Telephone
- Email
- Text message

The reason for absence should be provided. Where an absence extends beyond 1 day parents should keep Broadlands updated on a daily basis where applicable

**6. Unexplained, prolonged or repeated Absence**

If a child is absent without notification the manager/deputy manager will attempt to contact parents or carers initially

via text. If no response is received a follow up phone call will be made. If there is no response, emergency contacts may be contacted. All contact attempts will be recorded. If staff cannot establish that the child is safe, the DSL will complete a safeguarding risk assessment and determine whether further action is required.

The setting will monitor attendance to identify children who frequently miss session or are absent for prolonged periods

Where concerns arise we will:

- Speak with parents to understand any difficulties.
- Offer appropriate support.
- Agree an attendance improvement plan where appropriate.