SUNFLOWERS DAY NURSERY

POLICIES AND PROCEDURES

***ALL STAFF, PARENTS/CARERS, VOLUNTERRS AND STUDENTS WILL BE PROVIDED WITH A POLICY LEAFLET FOR YOUR INFORMATION.**

POLICY/ PROCEDURE	REVIEWED/AMMENDED	REVIEWED/AMMENDED	REVIEWED/AMMENDED
EVACUATION PROCEDURE	JAN '24	JAN '25	JAN '26
CONCERNS COMPLIMENTS AND COMPLAINTS	JAN '24	JAN '25	JAN '26
SAFEGUARDING CHILDREN AND CHILD PROTECTION	JAN '24	JAN '25	JAN '26
E-SAFETY	JAN '24	JAN '25	JAN '26
WHISTLE-BLOWING	JAN '24	JAN '25	JAN '26
RISK ASSESSMENT	JAN '24	JAN '25	JAN '26
POSITIVE BEHAVIOUR POLICY INC BITING	JAN '24	JAN '25	Jan 26
SPECIAL NEEDS, INCLUSION AND DISABILITIES POLICY, EQUALITY OF OPPORTUNITY	JAN '24	JAN '25	JAN '26
TRAINING POLICY	JAN '24	JAN '25	JAN '26
SUPERVISION AND INAPPROPRIATE LANGUAGE	JAN '24	JAN '25	JAN '26
FOOD and NUTRITION	JAN '24	APRIL '25	Jan 26
MEDICATION	JAN '24	JAN '25	JAN '26
ILLNESS AND INJURY POLICY	JAN '24	JAN '25	JAN '26
DEFIBRILLATOR POLICY		SEPT 25	JAN '26
KEYPERSON POLICY	JAN '24	JAN '25	Jan 26
STUDENT POLICY	JAN '24	JAN '25	Jan 26
ADMISSIONS ATTENDANCE POLICY	JAN '24	JAN '25	Jan 26
LOST/UNCOLLECTED CHILDREN	JAN '24	JAN '25	JAN '26
STAFF TREATMENT	JAN '24	JAN '25	Jan 26
NO SMACKING	JAN '24	JAN '25	Jan 26
PARENTS AS PARTNERS	JAN '24	JAN '25	JAN '26
ARRIVAL AND DEPARTURE	JAN '24	JAN '25	Jan 26
BEREAVEMENT POLICY	JAN '24	JAN '25	Jan 26
CONFIDENTIALITY AND DATA PROTECTION	JAN '24	JAN '25	JAN '26
EMERGENCY CLOSURE POLICY/ UPDATE MAY 18	JAN '24	JAN '25	Jan 26
SUN AWARENESS	JAN '24	JAN '25	Jan 26
PROCEDURE FOR OUTINGS	JAN '24	JAN '25	JAN '26
EMERGENCY STAFFING	JAN '24	JAN '25	Jan 26
EQUAL OPPOURTUNITIES	JAN '24	JAN '25	Jan 26
LOCK DOWN POLICY	JAN '24	JAN '25	JAN '26
ORAL HYGIENE	JAN '24	JAN '25	JAN '26
FEE POLICY		JAN '25	Jan 26
FIRE POLICY		JAN '25	JAN '26
SUPPORTING BI/MULTILINGUAL CHILDREN		JAN 25	JAN '26
RECRUITMENT AND SELECTION PROCEDURES		APRIL '25	JAN '26
SAFE SLEEPING POLICY			JAN 26
CCTV POLICY			AUG 26
IMMUNISATION POLICY			SEPT 26

EVACUATION PROCEDURE

On hearing the fire alarm-

*Close all windows and doors

*Staff members should assemble children at the appointed fire exit in each room or if this is not possible the nearest exit must be taken, all rooms and areas should be accounted for with a sweep of the bathroom area and cubicles. Children's welfare and safety must be of the utmost importance.

*The senior staff members in each room must collect the register, information box, telephone and the time in sheet and lead the group from the building. The supernumerary staff member on duty should collect the visitor's book from the hall.

*All belongings must be left behind.

*On exit all external doors must be closed.

*All staff, students and visitors should follow the evacuation procedure and collect in front of the building assembly point in the Sand Pit area of the outdoor play space. (Sign posted)

*The manager or senior should take the register immediately on arrival at the assembly point.

*An allocated staff member will report to the reception at Continu-forms to contact the emergency services.
Staff, Students, Visitors and Children will not leave the assembly point until all clear has been given on the advice of the professional attending and with agreement of the manager or senior staff member present.

LOCK DOWN POLICY

It may be necessary on rare occasions to seal off the premises in the event of an emergency: that poses a security risk to the nursery e.g. nearby chemical spillage, proximity of dangerous dogs or unauthorised person intent on causing harm/ damage.

To keep the children, staff, and visitors safe a Lock Down Procedure has been put in place to ensure the situation is managed safely, quickly, and calmly.

On hearing the Lock Down alarm, which will be 4 long sounds of a handheld horn, the staff will follow the Lock Down Procedure displayed on the wall in each room by the Fire Exit.

The Horn will be stored on the wall inside the main entrance along with a second help horn in case first fail to work.

Parents will be informed of the Lock Down either via Face to Face on collection, Facebook post or by telephone in more high-risk situations.

Staff and children will Practice the Lock Down Procedure once a term and Alarm Checked monthly to ensure its working and effective.

Staff will be given a copy of the Lock Down Policy Procedure and given training on how to use the handheld Horn alarm.

NURSERY LOCK DOWN PROCEDURE

On hearing the alarm / 4 long Horn sounds –

- If outside return to the nursery building immediately and children to be assembled into ladybirds room as quickly as possible in a calm manner.

- Staff Member sounding Alarm Horn to collect the visitor's book, phone, and info cards.

- Close and lock all windows and doors once everyone is safely inside the building away from the threat.

- Staff members to assemble children/students/visitors into Ladybirds Room and everyone to sit on the floor for singing/story.

- Most senior staff member to ring the police and whilst on the phone keep look out to assess the threat and take advice given by police.

(Inform police if parents are due to arrive at the setting)

- Senior from each room to take register to ensure all children/students and staff are present and allocate one staff member to sweep bathroom and general areas.

Everyone must remain in Ladybirds Room unless told to move by Police or most Senior Staff member. Senior staff member to ring/ or provide information for parents informing them of the Lock Down situation.

SAFEGUARDING CHILDREN AND CHILD PROTECTION

The Designated Safeguarding lead.
The Designated Safeguarding Lead (DSL) will lead practice regarding all areas of safeguarding children; this includes ensuring all children grow up in circumstances consistent with the provision of safe effective care: and taking action to enable all children to have the best outcomes.

The role includes-
-Sharing Information with the Staff team
-Accessing information and liaising with the outside agencies to make sure information is up to date (multi-agency)
-Collecting information when there are concerns regarding a child
-Monitoring the appropriate use of ITC and Media in the nursery
-Training the Staff team
-Monitor accident and incident forms
-Provide training on how to listen and respond appropriately to children
-Ensure all opportunities to help children to learn about keeping themselves safe are taken and staff understand the importance of this.

The DSL will ensure that guidance is considered and implemented into the daily practice of the nursery.

-Early Years foundation stage –Welfare Requirements
-Every Child Matters Framework
-The Local Child Protection Board and the Bath and Northeast Somerset Community Safety and Safeguarding Partnership
- “What to do if you are worried a child is being abused” booklet
-Safeguarding children and protecting professionals in Early years settings-online safety
-Working together to safeguard children
-Staff handbook to include Code of Conduct/Behaviour Policy
-Keeping children safe in education
-Policies and Procedures-E-safety, Whistle blowing, Escalation Policy, concerns, and complaints.

Online safety concerns are reported to our DSL, recorded and actioned.

Designated person/s for leading Safeguarding and Child Protection-Maxine Neale and Louise Johnson.

To ensure this role is undertaken to the highest standard the DSL’s will undertake advanced safeguarding training yearly to ensure they are up to date with current guidance.

Duty of Care
Sunflowers Day Nursery has a duty to be aware that abuse does occur in our society. The nursery and its staff will work to identify children who are at risk of abuse, including the consideration of wider environmental factors that may be present in a child’s life

which may impact on the safety and welfare of the child. We are committed to helping to prevent abuse and raise awareness of how to be safe, and how to seek support if needed.

Vulnerable children, who are the subject of a child in need plan or a child protection plan or are looked after will be supported by the nursery safeguarding framework.

The DSL and key person will take an active role in supporting the child and their family. The team will play an active role in the monitoring and support of the children and family.

All multi-agency work will be prioritised and nursery will take on actions as agreed by the Local Safeguarding partnership to achieve the best possible outcomes for the child and family. A plan to meet individual children's needs will be in the child's file.

Safeguarding Training

Training is made available to the staff team and is compulsory.

Staff members will receive training from the local authority and in-setting procedure training delivered by the DSL's,

In setting procedure will be refreshed each year and Local authority training every two years. This is arranged and recorded by our Training coordinator.

Staff members are up to date on current guidance and regulations, and to enable them to respond in a timely manner when concerns arise. Any concerns around staffs' awareness or abilities relating to safeguarding will prompt additional training requirements.

Training is sourced through appropriate providers which are fully compliant and certificated.

Through appropriate training nursery staff will be aware of all categories of child abuse, and will respond appropriately to-

-Significant changes in children's behavior
-Significant change in attendance
-Deterioration in their well-being
-Unexplained bruising, marks or signs of physical abuse (especially bruising on non-mobile children)
-Neglect
-Concerns about child on child abuse within or outside of the setting.
-The comments or actions made by children or Parent/Carers which give us cause for concern, including Identifying children at risk of Radicalisation and children at risk of sexual exploitation.
-any reasons to suspect neglect or abuse outside the setting, for example in the child's home or a girl that maybe at risk of female genital mutilation.
-Racial Abuse
-Religious and faith-based abuse
-inappropriate behaviour displayed by other staff members, or any other person working with the children.

Concerns and Referrals

The nursery and its staff have a duty to report any suspicions around abuse to the Safeguarding and Community Safety Partnership
Can be contacted online or a referral can be made online using the referral form.

https://bcssp.bathnes.gov.uk. Sunflowers Day Nursery will follow the procedure set out by the Partnership and the child protection procedure documents and as such will seek their advice on all steps taken subsequently.

If the nursery has sufficient suspicion that a child in their care is being abused, neglected, groomed or exploited, the following steps will be taken-

1) Ask parent/carer for an explanation.

Please note-If we have a concern about a child, we will share these concerns with the parent/carers, however if sharing these concerns puts the child at risk of significant or further harm we will seek advice from social care.

2) If the explanation is not satisfactory, reinforce our duty to report to children's services-referral and assessment team.

3) Report to social services child protection team/social care team/Ofsted (additional referrals maybe made in some circumstances).

4) The nursery is aware that abuse can occur between peers, in this instance the DSL will gather information and records and seek advice from the local authority Child Protection Partnership BCSSP, appropriate arrangements will then be made to manage the allegation.

*All discussions, notes and records taken by the nursery will be accurate. Referrals will be made promptly and will be accessible to the parents/carer and to the Local safeguarding partnership. Any circumstance that may arise will be treated sensitively and with extreme confidentiality. We are aware that child abuse or neglect may lead to criminal investigation. At no point will the nursery or any staff member attempt to ask leading questions or attempt to investigate the allegation, as doing so may jeopardise a police investigation.

The nursery will be aware of and seek support to overcome any barriers which may occur when supporting families around safeguarding or child protection issues including children from minority ethnic groups and children with disabilities or additional needs where communication may be a consideration. The nursery will ensure effective monitoring of children in our care who are non-verbal children such as Babies or the very young,

Issues relating to child protection are to be dealt with by the nursery managers/DSL for Child protection.

Where a professional disagreement occurs in relation to the safety of children around level of need, Roles and responsibilities, the need for action or communication the managers will refer to its Escalation policy noted within the staff Handbook.

Complaints made against a staff member.

Complaints made against any staff members will be dealt with seriously. If an allegation of abuse is made relating to harm or abuse committed either on the premises or elsewhere the staff member will be suspended immediately pending investigation by all relevant parties.

The managers/Designated Person for Child protection or in the event of the managers not being present at the time of the complaint the deputy manager will be responsible for:

-Discussing with the accused member of staff the issue and informing them of their suspension, to allocate themselves to be the named person for all future correspondence (with agreement of the suspended staff member).

-Contact relevant authorities of this issue and await guidance on next steps

Updated contact list – Jan '23

If you need to make a child protection referral or discuss a concern about a child contact:

If a child is at immediate risk call 999

Safeguarding and Community Safety Partnership
Can be contacted online or a referral can be made online using the referral form.

https://bcssp.bathnes.gov.uk

Out of hour's Emergency duty team-01454 615165

Police-Public Protection Unit Duty Desk - 01225 842786

Head of Safeguarding and Quality Assurance-01225 396339
OFSTED
Complaint and concerns-0300 123 4666
Helpline-0300 123 1231
Whistleblower-0300 123 3155

For allegation against a staff member -LADO-01225 396810

Please read associate policies marked in Red

WHISTLE-BLOWING POLICY

The Public interest Disclosure Act 1998 protects employees who 'blow the whistle' about wrongdoing/malpractice. It applies where an employee has a reasonable belief that their disclosure tends to show one or more of the following offences or beaches:

-A Criminal Offence
-A Breach of Legal Obligation
-A miscarriage of Justice
-A Danger to the health and safety of any individual
-Damage to the environment
-Deliberate covering up of information tending to show any of the above.

If the risk involves child protection issues, the child protection policy and procedures will be followed.

Sunflowers day nursery requires all staff, students and volunteers to understand their Duty and importance of Speaking out (Whistleblowing) if they are concerned or have reason to believe one of the above incidents has occurred.

Staff members, students and volunteers should be confident and timely in speaking frankly about their concerns to the managers, and the Local Safeguarding partnership, if the concern relates to the managers to Ofsted, social care, or the police. (Local safeguarding partnership)

All disclosures will be managed sensitively and confidentially and where possible will allow the Whistle-blower to remain anonymous.

Disclosure will be-

-Discussed and recorded, dated, and signed (where appropriate).

-The disclosure will be passed on to other relevant agencies such as social care or the police.

-Actions from the disclosure will be recorded and monitored, outcomes will be noted.

-Other steps may be required depending on the nature of the disclosure.

Staff, Students and volunteers should also be aware that if a malpractice concern is raised with management and not resolved satisfactorily, staff have a duty to contact OFSTED. Concerns can be raised about an incident that happened in the past 3 months, is happening now, or is likely to happen soon.

If a staff member, student or volunteer feel unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they can seek advice from-

NSPCC advice line 0800 0280285
Public Concern at work- whistleblowing@ofsted.gov.uk.

Also OFSTED provides guidance on how to make complaints about a childcare provider: Complaints procedure-Ofsted-GOV.UK(www.gov.uk).
General guidance on whistleblowing can be found via: Whistleblowing for employees.

The management team will ensure Whistle-blowers will not receive less favourable treatment because of their disclosure and will not face disciplinary actions.
All actions in respect of disclosures will be taken in good faith.

CONCERNS, COMPLIMENTS AND COMPLAINTS

General concerns should be made verbally initially to your Key person or to a staff member or senior staff member in your child's room, or if preferred to the managers. Issues will be dealt with promptly and in a sensitive manner to all concerned. Confidentiality will be fully respected. Where a complaint has impacted upon nursery activity or procedure parents will be informed.

Complaints made to a senior staff member or the Manager, complaints to the manager should be in writing and will be recorded in the complaint book including all information required by OFSTED, a written acknowledgment of the complaint will be received with 5 working days. Action to deal with and resolve the issue will depend on the complaint itself but will include and investigation by the manager into the complaint including discussions with relevant parties.
The person making the complaint will be informed of the actions taken until the issue is resolved to the full satisfaction of all parties. If a resolution is not achieved the nursery will contact the local authority to liaise between the nursery and the complainant. All complaints will be recorded in the complaint file located in the office.

If a complaint is about one of the nursery managers, the complaint should be made to the other manager if the complainant is uncomfortable with this please make the complaint to OFSTED.

Any parent who wishes to make a formal complaint can do so by contacting-

OFSTED
Complaint and concerns-0300 123 4666
Helpline-0300 123 1231
Whistleblower-0300 123 3155
Safeguarding and Community Safety Partnership
Can be contacted online or a referral can be made online using the referral form.

https://bcssp.bathnes.gov.uk

If the complaint has child protection implications the DSL will take the necessary steps in line with the Local safeguarding partnership.
COMPLAINTS MADE AGAINST A STAFF MEMBER-Allegation of Abuse

Complaints made against any staff members will be dealt with seriously. If an allegation of abuse is made relating to harm or abuse committed either on the premises or elsewhere the staff member will be suspended immediately pending investigation by all relevant parties.

The managers/Designated Person for Child Protection or in the event of the managers not being present at the time of the complaint the deputy manager will be responsible for:

-Discussing with the accused member of staff the issue and informing them of their suspension, to allocate themselves to be the named person for all future correspondence (with agreement of the suspended staff member).

-Contact relevant local partnership of this issue and await guidance on next steps.

OFSTED
Complaint and concerns-0300 123 4666
Helpline-0300 123 1231
Whistleblower-0300 123 3155

For allegation against a staff member -LADO-01225 396810

-Notify staff team of issue with respect of confidentiality
Reassurance and support should be offered to all parties involved.

-Manager to make a referral to the Disclosure and Barring service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm.

COMPLIMENTS-

The nursery team is always grateful of any compliments received, compliments received either verbally in writing or via our feedback forms will be shared with the team at staff meetings. Compliments and positive feedback will be recorded as an example of good practice if the compliment relates to an individual staff member it will be recorded in their file as a personal acknowledgement.

Additional Ofsted Notifications

Ofsted will be notified by the manager's if-

Certain complaints

Child protection referrals

Allegation against a staff member

Food poisoning affects 2 or more children.

Any significant event or illness affecting the suitability of the Manager of the setting,

Any significant event affecting the suitability of any person in regular contact with children.

Serious injury/death

Change of address

Change to premises affecting the space available to children and the quality of care available to them.

Change of management

If a complaint is made stating that a breach of any of the EYFS statutory framework requirements.

Notifiable diseases are recorded.

Change of address or contact details of the provider.

Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body.

E-SAFETY POLICY

An E-Safety policy is a legal requirement and outlines our policies and procedures in using ICT (Information and Communication Technology) safely.

Staff and Parent/Carers must be aware of the potential risks and safety issues around using ICT equipment as well as an awareness of the immense value of these resources.

The Designated people/s for Child Protection are responsible for the policies and implementation procedure. Staff must report any online safety concerns to our DSL, recorded and actioned.

Children are encouraged at age-appropriate level to share online concerns with staff members which will then be reported to the DSL.

All reports to the DSL will be dealt with promptly and in an appropriate manner, confidentiality will be respected, and these matters will be dealt with thoroughly and to the satisfaction of all parties.

Online safety training is provided on an annual basis and will be included in our Staff Induction.

Parents and Carers will be supported to develop knowledge of online safety issues through our newsletters and notice boards. Families will be encouraged to talk about any concerns and will be signposted to appropriate sources for support.

Designated Person for Safeguarding and Child Protection at Sunflowers Are-

Maxine Neale
Louise Johnson

Internet, emails, storage of Documents and children's records and images

Any access by the children to the Internet will be fully supervised by the nursery staff, web sites will be checked before use to ensure appropriateness for children in our care.

Staff access is monitored, and computers are protected by passwords, staff must seek permission from the nursery managers to access emails and any other stored document. All devices are kept securely (stored in a locked office) with data protection requirements adhered to. Staff may request to access learning journals in their own homes, for the purpose of completing record keeping, in this event permission must be sought and only the password protected Journal can be accessed. Additional measures must be ensured including an automatic log out screen, logging out and changing passwords frequently. no paperwork documents can leave the premises,

Children's images uploaded to the computer for education purposes, i.e. children's records or project work will be monitored and removed after use.

Nursery computers are protected by anti-virus software.

Permission will be sought to use images in various media by the media recording permission slip completed on admission.

Social Networks

For confidentiality Staff are not permitted to have internet access to current Parents/Carers through any Social Network whilst at nursery or outside of the nursery environment.

As part of our confidentiality policies staff members are not permitted to discuss any aspect of the Nursery, Children, Staff or Parents under any circumstance when using these sites at home or for personal use.

Staff must be aware that any incident of this will result in disciplinary action and would be considered as gross misconduct.

If any staff members are targeted online for example online bullying or harassment, they must report this to their Room Leader or DSL

Mobile Phones

Staff and Students are strictly not permitted to use Mobile Phones whilst caring for the children at Sunflowers, this includes Texting, Calling, and creating images. Mobile Phones must be kept with possessions in the staff cupboard and only accessed during allocated break times. Individuals who bring mobiles onto the premises must ensure it does not hold any inappropriate or illegal content.

Wearable technology such as watches will be used in an appropriate manner and will only be accessed for timekeeping purposes.

Staff, Students and Parents are not permitted to Create images on a mobile phone, camera; or any other device within the nursery premises at any time without permission from the Nursery Manager/Deputy.

Staff who fail to comply with this policy will be subject to disciplinary action.
Visitors and parents at the nursery must not Text, Call or Create images whilst in any area where children are present, we kindly ask all visitors/parents to ask for the use of a room to make or receive calls/texts and only when necessary.

Work mobile

The use of a mobile phone will be permitted during outside visits for communication purposes. The phone will be allocated by the managers for this purpose only.

Any staff member driving on an outing must ensure their mobile phones are switched off whilst in motion.

Camera's/Video cameras

Permission will be sought to use images in various media by the media recording permission slip completed on admission. Parent/Carers wishes will be adhered to.

Personal cameras/video cameras or any other device must not be used in the setting.

Each room has its own iPad and its use is managed and monitored by the room supervisors. Under no circumstances should images be taken from the bathroom areas or any area where intimate care is undertaken.

All devices that can store images and recordings must only be shared in setting for learning journals and Facebook, with parents permission. No Images or videos to we shared with devices outside of the nursery using airdrop or any other form of sharing methods.

Images of children will be valued as a vital component of recording spontaneous moments that support our observation requirements and to share developmental achievements with parents through the children records.

The designated safeguarding Lead will oversee the storage of and use of all images or live action recordings at Sunflowers.

Designated Safeguarding Lead at Sunflowers Are-
Maxine Neale, Louise Johnson

ICT Misuse

Any misuse of the nurseries or personal ICT equipment must be reported to the Managers immediately and will be dealt with using our disciplinary system and will be considered gross misconduct.
Any misuse of a child protection nature will be reported to the designated lead for Safeguarding and dealt with appropriately and in line with the local safeguarding children's board guidance.

Designated Safeguarding Leads at Sunflowers Are-

Maxine Neale, Louise Johnson

CONTACTS AND SOURCEs OF ADVICE-RE SAFEGUARDING-online
Local authority designated officer-01225 396810

The internet Watch Foundation (https://www.iwf.org.uk/)
-to report illegal images including child sexual abuse materials

The child exploitation and online protection centre (https://www.ceop.police.uk/ceop-reporting/)
If worried about online abuse or the way that someone has been communicating online

The UK safer internet Centre helpline for professionals
(https://www.sarerinternet.org.uk/professionals-online-safety-helpline)

(https://www.nspcc.org.uk/what -we-do/about-us/partners/nspcc-o2-online-safety-partnership/)

for further information

Safeguarding children and protecting professionals in Early years settings-online safety

Working together to safeguard children.

For concerns about a child -

https://bcssp.bathnes.gov.uk to report a concern or seek advice about a child at risk
Out of hour's duty team-01454 615165
Police – Public Protection Unit Duty Desk – 01225 842786

CHILDREN AND FAMILIES WHO ARE BI/MULTILINGUAL EAL (ENGLISH AS AN ADDITIONAL LANGUAGE)

Sunflowers are committed to supporting all children and families in our care, part if our inclusion and celebrating diversity reflects directly to children who are Bi/Multilingual.

When children are enrolled to the nursery, we will gather information about the child and family, information will be gathered about home languages and how the child communicates in both their home language and in English.

We hope to celebrate home languages and culture within our setting, we fully embrace all diversity, and we are confident in the enrichment this brings to all children in the setting.

At Sunflowers we use the BANES toolkit to support and plan for children who are Bi/Multilingual. This allows us to understand the children's acquisition of English and what we can do to support effective communication and language development. We have many resources and strategies to support children and to integrate their home language into the setting.

All strategies will be created alongside the families to ensure all wishes are upheld and that they are happy with any adaptations, resources that are being put in place.

We are happy to support our families by providing translations and accessible communication resources to ensure all are valued as part of our nursery community.

STUDENTS

Sunflowers day nursery takes an active role in training childcare students within the area; students offer a valuable input to the nursery. The nursery has a duty to provide experiences, which encourage good practices. The nursery provides a Student Coordinator to oversee the enrollment, wellbeing and progress of students at the nursery.

*No more than three students will be present at the nursery, each student will be allocated to separate playrooms.

*Students will receive a full induction.

*Students should give details to the coordinator of the training goals to be achieved at the nursery.

*Students will not be left unsupervised at ANY time.

*Students will be identifiable to parents; Students will always wear a name badge.

*The student coordinator will liaise with the student's tutor to ensure progress is being made towards goals set at the beginning of placement.

*The Student Coordinator must inform the manager of the details of each student.

*All staff members are responsible for notifying the coordinator and the manager if they have any concerns about the student's suitability.

*It is the manager's discretion to refuse or terminate a placement at any time if a student is deemed unsuitable.

Student coordinator-Lindsey Riggs

RENEWAL AND REPLACEMENT OF EQUIPMENT POLICY

The nursery managers will ensure the quality and standard of the equipment at Sunflower's.

The nursery is fully aware of the health risks of unsuitable equipment, and the importance of cleanliness relating to limiting cross-contamination of illness.

*A risk assessment of the playrooms will be made each morning; any issues will be recorded and resolved immediately.

*All equipment and furniture will be checked monthly, any equipment, which is faulty/broken or damaged, will be reported to the managers and removed/discarded.

*Within the monthly check an audit will be made of resources, this information is passed to the managers.

*Equipment will be purchased as and when necessary.

*The nursery manager will ensure a reasonable budget is available to renew and replace equipment.

*All equipment and furniture will be cleaned and maintained by both the nursery staff and the nursery cleaner.

FOOD AND NUTRITION

Healthy Eating

The Nursery will provide freshly prepared food daily with due consideration to nutrition; healthy foods will be promoted in the nursery. We will through our menus and curriculum work to develop positive eating habits to shape children's long-term health including maintaining a healthy weight and good oral health.

Policy Development

Our food policy is developed by focusing on our own aims and ethos, alongside this we work in partnership with our food provider, parents and carers and the children themselves to create a partnership of feedback to influence our policy. We will give regard to all guidance relating to nutrition, healthy eating, portion size. weaning and oral health, updating our policy as and when needed with an overall review each year.

The nursery follows the Safer foods, better business framework from the Food Standards Agency regarding health and hygiene within our nursery kitchen, this will be always followed ensuring all food is purchased, stored and prepared appropriately in a well-appointed hygienic kitchen. We will receive yearly inspection, and all actions will be completed in a timely manner.

Food and Drink provision at Sunflowers

Weekly menus giving details of the food provision including snack, lunch and tea are provided on our Facebook page.

It is nursery's policy to work alongside parents and carers to create a safer eating experience for their child when at nursery. It is the parent's responsibility to inform the staff of their child's eating needs when completing the information sheets and keeping them up to date with any changes to their child's needs.

When a choking incident occurs and requires intervention, these details will be recorded and parents made aware using a choking incident form, that will be kept in their personal file in the office. The incident form will provide information like where and how the child choked and first aid methods used to treat the child. Parents will be asked to read through and sign the Choking Incident Form. The records will be reviewed periodically to identify any trends or common factors that can be addressed to reduce the risk of choking. Appropriate actions will be taken to address any concerns that arise.

Choking and the use of Life Vac

We follow a clear protocol to respond to choking incidents and ensure all staff are trained and have a full paediatric first aid certificate. In the event of traditional first aid steps (back blows and abdominal thrusts) have failed during a choking incident we will use Life Vac. Life Vac is a medical device which is non-invasive and designed to assist in the clearance of an airway. It is only permitted to be used by trained senior staff and will not delay the use of our first aid response or calling emergency services.

Our life Vac device is located in the hallway to allow for central access for all rooms, it is only available for use for emergency choking incidents and only with prior consent from parents when they enrol at the setting, All staff member will receive training on how to use the device within their induction and refreshers will

be conducted yearly, Please see our emergency chocking procedure for more information.

Baby feeding and Weaning

We appreciate it can be a difficult decision for mothers when deciding whether to breast or bottle feed their baby. As a nursery we are aware of the benefits to breast feeding infants and will support and encourage any mother wishing to send their baby to our setting and continue to provide breast milk for their baby. We do not discriminate against any mother in their choice of method to feed their baby and will offer the same support to those wishing to bottle feed their infants.

Responsibilities of the mother:

Breast Milk

- Breast milk should be expressed and stored correctly, within a labelled bottle. Information regarding this, will be given to parents before starting nursery.
- Label on the bottle should include Mothers name, Childs Name, Date and time expressed.
- If frozen the label should include the information above plus the date it was frozen and defrosted.
- Nursery to be provided with small amounts of breast milk in a number of sterile bottles to ensure no milk is wasted.
- Mother to provide nursery with a blanket that smells of her to provide added comfort during feeding times.
- Nursery will not accept any breast milk that is frozen or store breast milk between sessions. Parents are to ensure breast milk is fully defrosted before bringing it to nursery.

Bottle Feeding

- Parents to provide formula milk with information on the amount of formula required for each feed. If the parents wish to bring the formula already measured out then it should be clearly labelled on the front of the container the amount inside.
- Bottles provided are to be sterile and empty, ready for a bottle to be made fresh by nursery staff.

Responsibilities of the staff:

Breast Milk

- Nursery to provide suitable storage for bottled breast milk

Either –

Fridge

1. That is separate from food items.
2. Temperature is 4c or lower
3. Bottles not to be stored in the door.

Cool Bag

1. Milk can be kept in a cool bag for 24hrs.
2. Cool bag ice pack to be changed halfway through the day.
3. Cool bag to be labelled with child's picture and name.

- Nursery staff to read through the policy and breast-feeding information before giving or handling breast milk.

- Staff to understand that a women's breast milk means a lot to them and their baby and should be handled with care and respect.
- Staff to ensure they know the correct way to handle and prepare a breast bottle feed before preparing a feed.

Bottle Formula

- Staff to ensure bottles are stored correctly before use and handled with care when making a bottle.
- Staff to ensure they know the correct method in making a bottle feed in line with health visitor's guidelines.

Preparing and Feeding

Staff to wash and dry hands before handling or preparing Bottle Feeds

Breast Milk	Formula Bottle
Bottles to be used in date order and checked to ensure they are labelled correctly	Parents to provide sterile empty bottles with formula milk measured into containers or formula tub
Bottles to be used within 1 hour of first use, then a red mark is placed on the label and returned to cool bag. Left over milk is to be returned to family	Staff to boil kettle 30 minutes before feeding time to allow it to cool to an appropriate temperature for making formula bottle
Bottle can be fed to baby from fridge/cool bag cold or warmed in a jug of warm/hot water. Water level not to go above lid level to ensure no water goes into the bottle to contaminate the milk	Water, once cooled for 30 min from boiling, to be filled into bottle to the correct amount required. Powder to be placed into water and lid replaced onto bottle. Shake bottle so the formula and milk mix
Breast milk can separate when being stored so before placing into jug or feeding baby move it gently in a clockwise rotational motion (do not shake) to remix breast milk	Place bottle of formula into a jug of cold water until it has cooled down to temperature baby requires
0–6-month babies to be fed when staff see feeding cues from baby	Test formula on wrist to ensure it is at the correct temperature to give to the baby
6 months plus to be fed when needed, using mothers routine around meal times	Milk not used within 1 hr to be thrown away and bottle washed out, then returned to child's bag
Baby to be fed in an upright position and moved from one side to the other, half way through a feed to mimic breast feeding	

Baby to be fed for 10-20 minutes to mimic usual breast-feeding experience	
Bottle to be stroked on babies' lips from top to bottle to encourage feeding to start	
Once baby has released bottle and no longer takes it when stroked on the lips, staff should stop feeding as baby has reached its fullness	
Staff member feeding the baby breast milk should get another member of staff to check the label on the bottle and complete a feeding chart to be stored in child's folder	
Breast milk to be tested on wrist before giving it to baby to ensure it is not too hot. Staff should not test bottle on wrist if they have a cut or broken skin, including eczema	
Staff are aware that breast milk can vary in colour from yellow, pink, and blue and that this is normal	

Breast feeding your baby at nursery

As a breast-feeding mother you have rights, and the law supports your right to breast feed your baby even once you have started work. If you need to leave work to breast feed your baby speak with your employer about how this will be a possibility for you.

Mothers wishing to Breast Feed on nursery premises are more than welcome and the staff will talk through with you a plan of action, taking into consideration the mothers and baby's wellbeing. You can Breast feed in the room on our sofa or in private in our family room, we will do our best to make it a comfortable experience for you and your baby.

Weaning

We will follow all guidance regarding nutrition and healthy eating for babies. We will work in collaboration with parents or carers; we will be aware of common food allergies and be mindful to look for and monitor any adverse reactions.

We will ask parents when starting nursery to complete a weaning chart to inform the nursery of how their child's food is prepared at home and what consistency this is served to them. This will mean staff won't be serving children foods of a consistency they are unfamiliar with and will reduce the risk of choking.

The nursery will not make any assumptions based on a child's age to the food they are able to eat but rather look to parents/carers to provide the information and lead us in this area of their child's development.

Parents can find more information regarding the weaning process at Weaning-Start for Life- NHS.

Oral Hygiene

We are aware of the importance of promoting oral hygiene in the Early years, and how these early years can impact on children's oral health, in later childhood and into adulthood.

We support families to engage in dental services in the area. We provide helpful resources and links to useful information and tools to support dental hygiene at home.

We include regular dental updates on our newsletters and have regular tooth brushing sessions in nursery to promote good brushing techniques.

Staff undergo training to support this, and we link with relevant professionals, i.e. Health Visitors and local dentists to ensure current and up to date information is provided to all families.

Mealtime environments

All children will be seated in low level chairs at a table or in low level chair with tray attached, in the designated eating area in the room. Children will always be supervised by members of staff who are Paediatric First Aid Trained. Staff will position themselves so they can see all children clearly to look out for signs of choking and act with speed and efficiency. Staff will also be alert whilst supervising the children to ensure they do not share food and look out for any signs of unexpected allergic reactions. If an allergic reaction occurs, the allergy policy commences.

Celebrations and special occasions

Families may wish to celebrate their child's birthday and other special occasions. We will ensure that you child has a special day but kindly request that food items such as cake and sweets are not brought to the nursery. If you wish to include other children on your special occasion, we would be happy to distribute non-food items such as Stickers or bubbles.

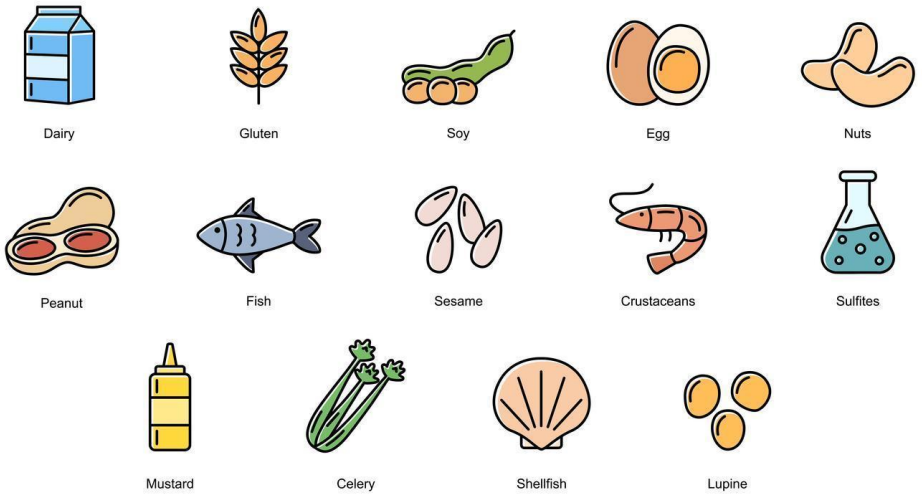
Food allergies and dietary needs and food intolerance

Please bring it to our attention if your child has any dietary requirements. When a child starts in the nursery a form is required to fill in stating all dietary requirements. If the child has more severe allergens an allergy plan will be put into place (refer to BSACI allergy action plan). This ensures all staff are aware of symptoms and treatments for allergies and anaphylaxis. A copy of the action plan will be kept at the nursery.

Allergen information is on all menus, and available on request.

The 14 food allergens

There are 14 food allergens as contained within the law:



Food allergen risk assessments are created to ensure all staff are aware of the individual child's allergens (located in black folder). When cooking in setting, allergens must be checked against the 14 food allergens and the child's allergens to ensure it is safe to cook. Every item of food purchased includes a fitted label detailing the ingredients and any allergens contained, an allergen sheet will then be created (located in black folder).

All staff are responsible for ensuring they are aware of individual children's allergens, the 14 food allergens, and understand the procedures in place for children with food allergens. All allergens are listed in the kitchen.

Early Years Catering are responsible for our main meals; allergens are shared with them. They are responsible for providing meals for children with allergens, all allergens are listed on their website and a printed copy on the door. Kitchen staff are responsible for ensuring they have provided the correct meals when serving lunches and cross contamination does not occur.

All Staff are first aid trained and receive training on what to do in an emergency if an allergic reaction was to happen.

Food intolerance is different to food allergy and generally occur when the body has difficulty digesting certain foods. If a food intolerance is suspected, we will work with families to keep diary of foods eaten and any symptoms noticed this can then be shared with a health professional.

Cultural and dietary preferences

Some families may have specific food preferences or dietary needs according to cultural or religious beliefs.

We will engage with families to fully understand their needs; we will make records on our inclusion documentation to ensure this is communicated well to the whole staff team and

our food provider. We will ensure that our food provision meets children's food preferences and dietary needs according to their religious faiths or beliefs.

We will also incorporate traditional food from different cultures in our menus and activities to ensure children feel connected to their cultural heritage and to encourage other children to enjoy these experiences.

Food from home

Families may wish to bring food from home and some children's families may need to bring in food items for medical or dietary reasons. When this occurs, we will meet with the families to ensure we continue to provide a safe food environment for all children, especially around keeping the setting free of foods that children may be allergic to. We will discuss the child's needs and how best to meet them.

We will also require families to continue our ethos of healthy eating and positive food choices, being mindful of our regulatory obligations.

Commercial baby food and drink

We are aware that commercial baby food and drink are not the best choice to provide overall good nutrition for babies and young children. We will hold a few items of commercial food products for an emergency, however food for all children will be prepared to individual needs from our full menu.

Cooking with children and food activities

Cooking is a great experience for young children and helps to create a positive relationship with food, some children have limited opportunities to cook or learn about food at home. We will provide regular cooking activities, healthy recipes for families and provide links to NHS Better Start for Life for helpful tips etc.

We will provide food activities for children to explore; this encourages children to accept different food types and textures. We will however be mindful about food wastage and keep this to a minimum.

Appropriate Supervision will be provided when food activities are being undertaken to ensure children are safe and to reduce risk of chocking.

Food allergens will be considered as part of our risk assessment along with records of foods used, ingredients will be recording for reference.

Food safety and hygiene

The Nursery follows Safer Foods Better Business Guidance,
from the Food Standards Agency regarding health and hygiene within our nursery kitchen, this will be always followed ensuring all food is purchased, stored and prepared appropriately in a well-appointed hygienic kitchen. We will receive yearly inspection, and all actions will be completed in a timely manner. The nursery will make concise records of all food provided, ingredient lists, allergens and temperature of foods served. We will kept daily weekly and monthly records for inspection.

Some children may have specific dietary needs because of physical or developmental issues, these issues will be addressed on enrolment, and additional support will be provided to meet individual needs.

All food prepared at the nursery will comply with health and hygiene requirements and stored to ensure there is no risk of cross contamination, food prepared with dietary adaptations will be served first using separate food serving tools to ensure needs are met fully and no cross contamination occurs. When a child starts in the nursery a form is required to fill in to provide us with information about food preferences/ stages of complementary feeding or weaning, this will be shared with all staff to ensure food is prepared in a suitable way to meet the needs of the individual child.

Staff that have specific kitchen management roles hold a Level 3 Food Hygiene Certificate
All Staff hold a Level 2 Food Hygiene certificate.

Hygiene is paramount to illness prevention, and the nursery takes an active role in ensuring good hygiene practices are in place for staff and children.

In the event of 2 or more cases of food poisoning the nursery managers will report to OFSTED and Environmental Health to notify them of the occurrence the nursery managers will fully adhere to any advice given.

Sustainability

The sustainability of the nursery food provision will be reviewed yearly. At times we may need to change suppliers to keep cost reasonable, we will work to ensure costs passed to parents are fair for the quality provided.

SUPERVISION AND INAPPROPRIATE LANGUAGE

*Staffing will be made in relation to the needs of each playroom and will adhere to ratios provided to the nursery by OFSTED.

*Playrooms will be half-staff qualified or above.

*It is nursery policy that staff members are not left in sole charge of any child/children at the nursery.

*Two staff must always be present in the bathroom.

*Students must not be left unsupervised.

*In the event of a child being picked up late, two staff members must remain with the child at the nursery, one of which must be a senior member of staff.

We require all Staff, Parents, Students and Visitors to be aware that it is inappropriate to use certain language whilst in the presence of, or when caring for children.

*Swear words of any kind should not be used in the presence of children

*It is nursery policy to not use certain words, which are conducive to low self-esteem such as:

Naughty/Silly/Stupid/Hate

Do not use the word No without ensuring you fully explain to the child the reason why it was unsafe or inappropriate for the child to continue their actions.

ADMISSIONS /ATTENDANCE POLICY

After initial contact with perspective parents, we will signpost to the nursery website for additional information about the nursery, we encourage the parents to come and look around the nursery with their children, Partners, and other Carers.

Once Parents have been shown around the nursery a staff member explains that they can call at any time to discuss any concerns. If the family requires space, they are asked to complete an application form. Bookings are made on a first come first served basis.

On receiving the application form the managers will look to see if we can accommodate that child. If booking is successful a confirmation letter of that booking is sent. Parents are advised that they will be contacted nearer the time of the start date to arrange pre-start visits.

We telephone parents to arrange Pre-start visits approximately 6 weeks before the start date. A Home Visit is offered and arranged at the parent's convenience.

Parent/carers come to the nursery with the child to complete information sheets. We encourage the parents to attend visits where they leave their child for lengthening periods of time to a maximum of 2 hours.
It is normal practice to have a minimum or three visits however we offer extended pre-start package to cater for all children.
*Accessibility plan available on request
Once settled into the nursery your chargeable sessions will begin, you will be provided with information on how to make payment and provided with a detailed payment plan. Payments should be on time and in full, please ensure you speak to the managers promptly if you experience problems with making your monthly payments. Nonpayment could result in your sessions being withdrawn.

It is important to maintain a good level of attendance; this will ensure your child settles well and is provided with the best opportunity to learn and develop. We require parents and carers to contact the nursery if they will not be attending their normal sessions.

Children's sessions will be monitored, if a child is absent for a prolonged period, or a child is absent without notification from the parents or carers, we will implement our safeguarding procedures and contact them or the emergency contacts, to verify the cause of absence, and identify any concerns that have arisen.

Please note- Government funding may be withdrawn if you do not maintain a consistent level of attendance.

If you have any concerns about your children while settling, please speak to your key person, they will be more than happy to discuss any issues.

ILLNESS AND INJURY POLICY

Sunflowers day nursery requests that unwell children remain at home.

The nursery is unable to accept children who are suffering from illness, if it is felt that the child is unwell when they are brought to nursery. The parent/carer will be informed that they will not be able to attend that session or for any subsequent sessions while the child is ill.

If a child becomes ill while at the nursery, a senior staff member will contact the parents/carer to request that they come to pick the child up as soon as possible.

If the parent is not available, the nursery will use other contact numbers provided on the child's information sheets.

The nursery provides information at admission regarding illness, we ask parents/carers to make themselves aware of the common childhood illnesses and the symptoms of these conditions. This information can also be found on our Facebook page.

Thea nursery clearly states the length of time a child should be away from nursery in the event of illness.

All necessary steps should be taken to prevent the spread of childhood diseases; incidents of illness are posted on the notice board and Facebook page to raise awareness.

The nursery has the right to refuse admission if it is felt to be detrimental to the health and wellbeing of the children and staff. If we have reason to believe that any child is suffering from a notifiable disease identified in the Public Health regulations we will

inform this agency immediately, also the local safeguarding children's board and OFSTED

INJURY

All staff are First Aid Trained.

Staff must wear protective clothing when dealing with accidents and injuries.

Minor accidents will be assessed and dealt with by the staff on duty. Accident forms will be completed and discussed with parents and a signature will be requested.

Parents will be called if an injury involved a bang to the head, the discussion to call a parent will be made by the senior staff member present.

Where observation of a child is required an allocated person for this responsibility will be put in place and named on the accident form.

Forms will be kept in the child's file. We may refer to the accident form if a pattern of accidents emerges i.e. lots of falls

Note-it may be necessary to request a child is collected from the nursery if a minor injury has been received at the nursery which requires supervision or a medical exam to ascertain the child's wellbeing.

Major accidents or incidents will be assessed by most senior staff members on the premises. A decision will be made on the immediate action to take, including a decision to call an ambulance. All accidents are treated and assessed as individual cases and children's individual conditions will affect the appropriate next steps to take.
as with NHS guidance the following will apply-

An Ambulance will be called-

-If a child stops breathing
-Is struggling to breath, sometimes with "sucking in" under the ribs.
-Is unconscious or unaware of what's going on around them
-Won't wake up
-Has a fit for the first time, even if they appear to recover

We will request that parents take their child to hospital, In the instance that parents/carers being unable to attend within 20-30 minutes of our call we will take the child to hospital if-

-Has a fever and are lethargic despite nursery administering paracetamol (onset temp/ administered with parent permission)
-Difficulty breathing-fast, panting, or is wheezy
-Severe abdominal pain
-A cut that won't stop bleeding or is wide
-A leg or arm injury and can't use the limb

-Swallowed poison or tablets

Parents/Carers will be contacted immediately when safe to do so. Parents will be requested to provide an expected time of arrival. If a parent or an appropriate person is unable to attend within 20-30 minutes of the call a decision may be made to take the child to hospital, if this occurs, 2 staff members will accompany the child and will take all relevant paperwork with them. Arrangements to meet the parents/care at the hospital will be made.

If the child can wait for the parent to arrive, Parents will be provided with full details of the incident including advice to seek medical attention this will be signed by the parent.

Serious accident, illness, or injury to, or a death of a child while in our care and the circumstances and actions around the event's will be reported to OFSTED, RIDOR and the Local Child Protection Agency (where Appropriate) within 3 days maximum. Any Advice or instruction given by these agencies will be followed.

EMERGENCY CHOKING PROCEDURE

1. Assess severity of the child: Determine if the child has a Severe blockage by observing signs such as inability to speak, ineffective cough or gasping for air (Move to point 2.), with Mild airway blockage effective coughing is usually observed this should still be monitored and coughing should be encouraged, if the blockage does not clear Move to point 2.

2. Administer first aid: Perform initial first aid as per guidelines (e.g., back blows, abdominal thrusts) this will consist of a minimum of 3 rounds if this has failed to clear the child's airway the lifeVac medical device should be used.

3. Call for assistance: One staff member other than the one performing First Aid should immediately call for help another staff member should retrieve the LifeVac device simultaneously to initial first aid being performed, the Lifevac device should only be performed by a senior member of staff (Manager, Deputy, or room leader, LifeVac retrieval or use should not prevent or delay initial First Aid or Emergency services contact.

4. Use the LifeVac device: If the child's airway is still blocked and they are unable to breathe, the LifeVac should be used per the manufacturer's instructions, it must not be attempted more than 5 times in one course unless another person is able to perform CPR, in which case it can be used alongside CPR)

5. If blockage is not removed: repeat sequence of Initial First Aid and there after LifeVac

6. In any point the Child becomes unconscious, CPR should now be performed

7. Monitor the child when Obstruction is clear: After the obstruction is cleared, continue to monitor the child for any signs of distress or difficulty breathing. Seek medical evaluation by child attending A & E or via Emergency Services attendance.

All choking incidents whether LifeVac was used or not must be recorded on the choking log form which parents and management will need to review and sign. Management will assess response effectiveness and whether any additional training or improvements are needed.

• Parents or guardians must be contacted as soon as possible after the incident.

LIFEVAC

At Sunflowers Day Nursery we follow a clear protocol to respond to choking incidents and ensure that all staff are trained in both traditional first aid and the appropriate use of the LifeVac device. LifeVac is a noninvasive airway clearance device designed to assist when standard methods such as back blows and abdominal thrusts have failed. It is used only by trained senior staff and must not delay first aid or the calling of emergency services.

LifeVac Availability and Location

• A LifeVac device is stored in a central, accessible location within the nursery: Nursery hallway
• The device is available for use in choking emergencies only with prior parental consent.
• The LifeVac is to be used only by senior trained staff, including the Manager, Deputy, and (if necessary) Room Leader or Practitioner.

All staff members must complete initial training on the correct use of the LifeVac device as part of their induction; Refresher courses will be held annually to ensure staff are up to date with emergency procedures.

Training will include:

• How to assess if a child is choking

• When to use LifeVac versus other first aid methods

• How to safely administer the LifeVac device

• Post-choking care and monitoring

The LifeVac device must be inspected with the First Aid equipment checks monthly to ensure that it is in proper working condition.The device is only one-use item as per manufacturer's guidelines and must be replaced after use (this can be done free of charge via their website https://www.lifevac.uk/report-a-usage/).
Parents will be informed of the nursery's LifeVac policy during enrolment. A copy of this policy will be available for parents on the nursery website. Parents will need to sign a declaration giving permission to use LifeVac in an emergency on their child (without consent LifeVac will not be used

CHILDHOOD IMMUNISATIONS POLICY

We are committed to protecting the health and safety of all children, staff, and families in our care. This policy outlines our approach to immunisation and vaccination requirements, ensuring we maintain a healthy environment while respecting individual rights and choices.

We expect and promote that children are vaccinated in accordance with the government's health policy and their age.

We recognise that immunisation is one of the most effective ways to protect children and communities from serious infectious diseases, and we actively encourage all families to follow the NHS vaccination schedule.

We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children, staff and parents in the best way possible. The nursery manager must be aware of any children within the nursery who are not vaccinated in accordance with their age.

Our nursery does not discriminate against children who have not received their immunisations and will not exclude children based solely on vaccination status. We treat all children with equal care and respect, regardless of their immunisation status.

Side Effects

Children are not required to stay at home after their regular immunisations and can take up their normal sessions at the nursery. If your child develops a mild temperature up to 48 hrs. after vaccination, we will administer 1 age-appropriate dose of paracetamol after appropriate paperwork and permissions are gained.

If your child continues to be unwell or is not able to take part in normal nursery activities, we will request collection as with our standard illness policy.

DEFIBRILLATOR POLICY

Sunflowers day nursery has a defibrillator (AED) within the setting for the use of the nursery; it is also registered for community use. While we hope that we will not need to use the device we aim to make every effort to ensure the safety of all children and adults within the setting and community.
The Defibrillator (AED) is in the main hall of the nursery, for easy access. The device is suitable for both paediatric and adult use.

The defibrillator is to be used when a child or adult is-
They are Unresponsive: The person does not respond to verbal or physical stimuli. You can try shaking them or yelling to see if they wake up.

There is an Absence of Normal Breathing: The person is not breathing or is only gasping (known as agonal breathing), which is not considered normal breathing.

There is No Pulse: If you are trained, check for a pulse. If there is no pulse, this indicates a cardiac emergency.

Steps to Use a Defibrillator-
Call Emergency Services: Immediately call 999 or have someone else do it while you attend to the victim.

Start CPR: Begin cardiopulmonary resuscitation (CPR) until the defibrillator is available. CPR helps maintain blood flow to the heart and brain.

Retrieve the Defibrillator: If available, send someone to get an Automated External Defibrillator (AED).

Use the AED:

- Turn on the AED and follow the voice prompts. The device is fully automated and will give full and clear instructions.

There is currently no protocol for defibrillator (AED) use on the under 1's therefore we will not attempt to use it on infants under the age of 1, unless directly instructed to do so by a medical professional.

Staff have received training on how to use the defibrillator (AED) both in setting and within their pediatric first aid training.

The device automatically updates its status and will indicate if it is faulty, any issues will be resolved with immediate effect. Along with purchasing new accessories if they become out of date or have been used in an emergency. The Battery will also be replaced as required. This will be done in good time to ensure there is no gap in availability for emergency purposes.
The maintenance of the device will be recorded within the medication file, along with records of any use and all accessory replacement orders and receipts.

TRAINING POLICY

Sunflowers are committed to improving standards, and with this in mind we require all staff to develop professionally through training.

Sunflowers require all staff to complete mandatory training such as Safeguarding, First Aid, and food hygiene and alongside this we require a minimum of 16 hours training per year.

Training has been selected to have a positive impact upon the nursery staff and children in our care.

Staff will be encouraged to share new knowledge at staff meetings, and the effectiveness of training will be reviewed, monitored, and evaluated through Staff Supervision meetings.

Where training is required to meet a child's individual needs, we will ensure this is undertaken in full before the child's sessions commence to ensure appropriate care is always given. Training must be delivered by an appropriate source and may include clinical practitioners.

The training undertaken is recorded on a Central Record of Professional Development and can be viewed on request.

EQUAL OPPOURTUNITIES VALUES AND AIMS

Sunflowers Day Nursery recognises and welcomes all new and existing legalisation and codes of practice produced by appropriate commissions for the promotion of equal opportunities for all including the Statutory EYFS framework 2021 and the Equality Act 2010.

The nursery is committed to:

1) Encouraging positive role models, and non-stereotypical images, where children value diversity and difference both within the local community and the wider world with an ethos of respect promoted using toys, books, posters, the activities we provide and the experiences we promote.

2) We acknowledge that pre-conceptions in reference to gender, disability, age, race, religion, colour, culture and origin are abundant within language, body language and reactions, all of these we will challenge and will, as a group aim to provide and environment for children whereby all can live freely without prejudice.

3) Sunflowers Day Nursery will ensure all children are treated equally, and that on no account will children be treated in a manner which is not positive in reference to gender, disability, age, race, religion, colour, culture origin and illness i.e. HIV/AIDS

4) Parents, partners, and carers will not be discriminated against on the grounds of age, disability, gender, marital status, race, religion, colour, and cultural, illness i.e. HIV/AIDS

or national origin. We will work closely with all families to ensure that they feel welcome and valued in our setting.

5) Our effective key person system will ensure that all children's needs are met and that's all issues are dealt with promptly and to satisfaction of all parties.

6) Effectiveness of our practices will be reviewed monitored and evaluated using feedback forms and questionnaires, this process will take account of views from Children, Parents, Carers, Staff and other supporting agencies and issues will be addressed by creating action plans to improve.

7) Equal opportunity issues will be discussed within the nursery staff meeting to ensure the policy is enforced.

8) Staff will be trained regularly on equal opportunity issues.

9) If it is found that discrimination is taking place within the nursery by a staff member, parent, or child the managers will address this issue promptly and take necessary action.

The policy will be implemented through Recruitment, Induction, Admissions, Curriculum, Resources, Training, Staff meetings and reviews.

Equalities leader-Sarah Palmer mentored by Maxine Neale

FOR RECRUITMENT

Sunflowers Day Nursery recognises and welcomes all new and existing legalisation and codes of practice produced by appropriate commissions for the promotion of equal opportunities for all including the Statutory EYFS framework 2021 and the Equality Act 2010.

The nursery aims to ensure that individuals are selected, recruited, trained, and promoted based on occupational skill requirements.

The nursery will ensure that Job applicants and employees will not receive less favorable treatment on the grounds of age, gender, marital status, race, religion, colour, disability, cultural origin, national origin, illness i.e. HIV/AIDS or sexuality. Which cannot be justified as being necessary for the safe and effective performance of work or training for work.

The nursery is committed to supporting team members and offers regular Supervision meetings and staff reviews to monitor and review and evaluate the effectiveness of inclusive practices within the nursery including recruitment and staff training.

*Please see recruitment and selection procedure for further information,

SPECIAL NEEDS AND INCLUSION POLICY
EQUALITY OF OPPOURTUNITY

Sunflowers Day Nursery recognises and welcomes all new and existing legalisation and codes of practice produced by appropriate commissions for the promotion of equal opportunities for all including the SEND code of practice, Statutory EYFS framework 2021 and the Equality Act 2010. Sunflowers Day Nursery is committed to the integration of children with special needs (in compliance of the Disability, Discrimination act 1995) and fully believe all children should be given the opportunity to share in an environment where encouragement and positive images are consistent.

Sunflowers Day Nursery will ensure that managerial staff will provide new and relevant legislation as to update all staff in this area.

Sunflowers Day Nursery will ensure:

-That all children with SEN get the Support they need

-That the well-being and mental health of all children and families is supported at all times, with additional services being flagged when needed.

-Children with SEN will engage in the activities of the nursery alongside children who do not have SEN.

-Children with a Disability get the support they need and have equal opportunity in our setting.

-That a designated person is responsible for co-coordinating SEN provision. SEN coordinator (SENco).

-All Parent/Carers will be informed when additional provision is being made for their child.

-The implementation of our SEN policy

Procedure

All key people will observe their children daily and record and monitor progress made, records of the children's development will be recorded in the child's learning diary.

An overview of each child's development is recorded in the learning journals and alongside Formative assessments such as the 2yr old check will support the keyperson and SENco to identify any areas where children are not meeting their milestones.

All development will be discussed with the Parent/Carer and parents' views and information about the child within their home environment will be always considered.

In this event the following procedures and Graduated SEN Support will take place-

1) The key person will act as co-ordinator and discuss concerns/observations with the manager and the SENCO (special educational needs co-ordinator) these concerns will then be discussed with parents/carers.
2) SEN Support such as Observation, monitoring and the development of achievable targets will be included within the “My Plan” it’s contents of the child’s strengths and Needs will be decided by parents/carers SENCO and Key person.
3) If necessary, the SENCO will refer the child to other professionals if concerns continue. At this point all professionals and Parent/carers will meet to discuss progress and action’s (Team around the child meetings).
4) All issues relating to special needs are dealt with on an individual basis and in relation to the individual child's needs.

Where Care Plans, Interventions or Risk Assessments are required, the Nursery will ensure that all requirements are fully met before the Child can be left in our care. The Nursery commits to making Reasonable Adjustments to support our ethos towards inclusion.

Children with special needs/disabilities and their families will be supported fully by the Nursery, we aim to provide a nursery where integration is possible with the assurance of good access, support, expertise, and teamwork.

Effectiveness of our practices will be reviewed monitored and evaluated using feedback forms and questionnaires, this process will take account of views from Children, Parents, Carers, Staff and other supporting agencies and issues will be addressed by creating action plans to improve.

*Accessibility plan available on request

Nursery SENCO- Dawn Ashman

PROMOTING POSITIVE BEHAVIOUR

Sunflowers Day nursery believes in promoting positive behaviour. The nursery aims to encourage self-discipline, consideration for each other, our surroundings and property. We promote our ethos through our golden rules which are implemented across the setting. We believe that by praising children and acknowledging their positive actions and attitudes we hope to ensure that children will feel valued and respected. We undertake training to support children as they learn and develop. We create an environment where emotional language is encouraged and understanding of each other's needs are recognized along with the challenges that brings. The wellbeing and mental health of all children and families is supported at all times, with additional services being flagged when needed.

Sunflowers promote safety, care and respect for each other. Children who behave inappropriately, e.g. by kicking or biting, will be removed temporarily from the area to allow them to regulate and be able to express their feelings; they will be supported to understand that their behaviour was unkind.

The child who has been Hurt/upset will be comforted, and the adult will confirm that the other child's behavior is not acceptable. We will acknowledge that the perpetrator may feel angry or sad and will help the child to understand it is not he/she that we dislike but the behaviour. The child will be encouraged to apologise for their actions. How a particular type of behavior is handled will depend on the child and the individual circumstances. Emotion coaching strategies will be used.

Parents will be informed of any changes in behaviour, although the behaviour will have been dealt with at the time, we feel that close contact with parents will help to develop continuity of care and challenging behaviour will be controlled more easily.

In the event of their being ongoing issues with behaviour parents will be involved in creating an Individual My Plan. This plan facilitates strategies on managing behaviour and the needs of the child it can involve other professionals from which we seek advice or to whom we refer.

Advice regarding types of Behaviours such as Biting can be provided.

If it is necessary for a child to be restrained for their own safety or for the physical safety of others, we will fully document our actions and consult with parents as to the cause of the restraint, safe restraint techniques will be used at all time.

All action taken by the staff members will be dealt with sensitively, staff will remain calm and will explain their reasons for their actions to the children involved. AT NO STAGE PHYSICAL SANCTIONS WILL BE USED OR THREATENED.

Bullying of any kind will not be tolerated at the nursery, and will be dealt with promptly, however we fully acknowledge that all parties involved in bullying may need support.

All the staff team access Behaviour management training via B.A.N.E.S early-year training workshops or via in-house training, the value of the training is overseen by the

Behaviour Management coordinator. Any additional training received by the Behaviour Management coordinator is shared with the staff team at appropriate times such as staff meetings.

Managers will be informed promptly of any behaviour issues within the nursery and have the right to exclude a child from the nursery either temporarily or on a permanent basis. This will occur only if it is felt that the child's behaviour endangers others or parents are not willing to work with the nursery or other professionals in managing the behaviour issues.

Behavior management issues are overseen by: Dawn Ashman

HEALTH AND SAFETY POLICY

The aim of the policy statement is to ensure the Health and Safety of the children, members of staff, students and anyone who may enter Sunflowers Day Nursery for any length of time. It is a way of taking practical steps to ensure that Health, Welfare and safety are considered important issues and to give guidelines to people new to the nursery. We will work actively towards the following objectives.

-To establish and maintain a safe and healthy environment throughout the nursery.
-To establish and maintain safe working procedures amongst the staff and children.
-To plan to ensure the absence of risks to health in connection with the use, handling, storage and transportation of articles and substances
- To ensure sufficient information, supervision, and instruction to enable all people working in or using Sunflowers Day Nursery to avoid detrimental situations and contribute positively to their own safety and health at work. to ensure they have access to health and safety courses and training. Also, to ensure that managerial staff provide new and relevant documentation and legalisation materials as necessary.
- To ensure that the whole premises and access to and from them are safe and that it can be used with ease.
- To formulate effective procedures for use in case of fire and other emergencies for evacuating the premises.
- To follow the regulations of the health and safety at work act 1974 and any other relevant legalisation (updating new Acts and legislation where necessary).

Louise Johnson and Maxine Neale are responsible for Health and Safety at Sunflowers Day Nursery

HEALTH AND SAFETY POLICY

(TO BE ADHERED TO AND READ BY ALL STAFF, STUDENTS, AND ANY MEMBER OF THE PUBLIC THAT ENTERS THE SUNFLOWERS DAY NURSERY FACILITY)

STAFF MEMBERS SHOULD ENSURE THAT STUDENTS AND MEMBERS OF THE PUBLIC ADHERE TO THIS POLICY. THE MANAGERS AND SENIOR STAFF SHOULD ENSURE A COPY OF THIS POLICY IS AVAILABLE FOR VIEWING AT ALL TIMES.

A) NO SMOKING/VAPING ON THE NURSERY PREMISES, NURSERY STAFF ARE NOT PERRMITTED TO SMOKE OR VAPE WHILST WEARING NURSERY UNIFORM.
B) NO HOT FLUIDS TO BE BROUGHT INTO THE NURSERY ROOMS
C) NO INAPPROPRIATE JEWELLERY TO BE WORN.
D) SMART AND PRACTICAL CLOTHING WITH SENSIBLE SHOES ONLY
E) NO RUNNING IN THE NURSERY BUILDING
F) CHILDREN SHOULD BE ENCOURAGED TO WALK WITHIN THE NURSERY
G) ELECTRICAL SOCKETS SHOULD BE COVERED (IF THIS IS NOT POSSIBLE MANAGERS/SENIOR STAFF SHOULD BE NOTIFIED IMMEDIATELY.
H) ALL CLEANING MATERIALS AND POISONOUS SUBSTANCES KEPT AT SUNFLOWERS MUST BE LOCKED AWAY OR PLACED OUT OF REACH OF THE CHILDREN

I) ALL FIRE EXITS SHOULD BE CLEARLY MARKED AND FREE OF OBSTRUCTION
J) FIRE EXTINGUISHERS SHOULD BE CLEARLY MARKED AND LABELLED APPROPRIATELY.
K) A COPY OF THE FIRE DRILL SHOULD BE VISABLE AT ALL FIRE EXITS
L) PROTECTIVE CLOTHING TO BE WORN WHEN PREPARING OR SERVING FOOD, HANDS TO BE WASHED USING ANTI-BACTERIAL HAND WASH WHEN SERVING FOOD AND ON ENTRY TO THE KITCHEN
M) ANY ADULT SCISSORS OR POTENTIALLY DANGEROUS OBJECTS SHOULD NOT BE LEFT WITHIN REACH OF THE CHILDREN
N) ANY ACCIDENT MUST BE REPORTED IMMEDIATELY AND RELEVANT FORMS COMPLETED
O) ALL STAFF SHOULD FAMILLARISE THEMSELVES WITH THE FIRST AID BOX
P) THE FIRST AIDERS SHOULD HAVE FULL ACCESS TO FIRST AID MATERIALS WHEN OUTSIDE THE NURSERY BUILDING.
Q) NO MEDICATION OF ANY KIND SHOULD BE ADMINISTERED TO THE CHILDREN BY THE MANAGEMENT OR ANY MEMBER OF STAFF UNLESS PRESCRIBED BY A DOCTOR OR INSTRUCTED TO DO SO BY A MEDICAL PROFESSIONAL AND PARENT/GUADIANS HAVE COMPLETED MEDIACATION PERMISSION FORMS
R) ONLY AUTHORISED STAFF MEMBERS SHOULD ADMINISTER MEDICINES
S) TELEPHONE CALLS MUST BE RECEIVED BEFORE 7.30 A.M. IF A MEMBER OF STAFF IS ILL
T) NO STUDENT TO BE LEFT UNSUPERVISED AT ANY TIME, CHILDREN SHOULD BE SUPERVISED AT ALL TIMES
U) UNDER NO CIRCUMSTANCES MAY ANY MEMBER OF STAFF BE ALLOWED TO TAKE A CHILD FROM THE NURSERY UNLESS WRITTEN PERMISSION IS GIVEN.
V) STAFF SHOULD ENSURE CHILDREN ONLY GO HOME WITH NAMED PEOPLE WHICH HAS BEEN PREVIOUSLY AGREED
W) ALL INDIVIDUAL ROOM ROUTINES SHOULD BE FOLLOWED, INCLUDING KITCHEN HYGIENE ROUTINES, AND OTHER IMPORTANT HEALTH AND SAFETY GUIDELINES
X) ALL OTHER POLICIES OUTLINED BY SUNFLOWERS DAY NURSERY SHOULD BE FOLLOWED IMPLICITLY FOR THE HEALTH AND SAFETY OF ALL INVOLVED
Y) ALL MANAGERIAL LEVEL STAFF SHOULD ENSURE THE POLICIES SUPPLIED ARE INLINE WITH RECENT LEGISLATION, AVAILABLE TO ANYONE ENTERING THE PREMISES AND THAT THE NURSERY AS A WHOLE FOLLOW AND PUT INTO PRACTISE THE STATEMENTS LISTED.
Z) STAFF AND STUDENTS ARE REQUIRED TO READ THE HEALTH AND SAFETY LAW POSTER LOCATED IN THE FAMILY ROOM,

RISK ASSESSMENTS

Sunflowers Day Nursery is committed to providing a safe well-maintained environment, Risk assessments will happen Daily, Monthly and Yearly, also when trips are planned.

Risk assessments will also be put in place for children with allergies and for children who may have individual needs where their safety is a particular concern.

Risk Assessments relating to the kitchen and its operation are located within the Safer food better business files.

Health and Safety

A Health and Safety risk assessment is in place and is updated yearly, or if any changes need to be made.

The health and safety risk assessments look mainly at the operational risks that exist in the workplace along with any sector specific areas.

General and Daily Checks-Indoor/Outdoor

Areas within the nursery will be checked for hazards, broken toys and for the safety of equipment.

Outside checks will also happen each time the children are entering the outside areas, any concerns or identified hazards will be reported immediately, and documented by the Managers or Deputy Manager.

Managers will ensure all concerns are dealt with promptly; children will not have access to the area until it is considered safe.

(Checks conducted by a visual inspection by a qualified staff member on duty, checks are to be conducted before the nursery opens, outside checks will be conducted before the children leave the building.)

An in-depth room check, and inspection of equipment will happen each month, these checks are fully documented and will be also used to identify what resources need to be purchased or replaced.

Risk/Benefit

Across the Early year's environment, we aim to offer a wide range of exciting and engaging opportunities to help develop children's foundation skills.
In any situation where there are several children working and playing together there are risks but also benefits. We take children's health and safety seriously and assess each situation by considering the potential risks and the benefits and then through discussion we can decide if the risks can be successfully mitigated and that the benefits are valid, reasonable and productive in moving children's learning forward.

Trips

Risk assessments are created on a trip-by-trip bases to ensure it is accurate and relevant to the children needs on the day it is to be undertaken

All risk assessments are reviewed yearly to ensure they are up-to-date and relevant however, an assessment will be made immediately if there is an incident or an area of the environment is adapted or changed in any significant way.

LOST/UNCOLLECTED CHILDREN

In the event of a child not being collected-

*The parent will be contacted. In the event of a parent not being able to be contacted the nursery will call other numbers provided to us by the parent when completing the nursery information sheets.
*If confirmed that a parent or named adult will be unable to collect for some time two members of staff must remain with the child. A senior staff member must be always present.
*Under no circumstances will the child be taken from the nursery
*On arrival of the parent the date, name, and period of lateness will be noted in the nursery diary.
*The Duty team or emergency duty team will be contacted if a parent cannot be reached after one hour of the due collection time.
Persistent lateness may result in exclusion from the nursery.

LOST CHILDREN

Sunflowers day nursery endeavors to provide a safe and secure environment incorporating both adequate supervision and secure premises. Security is assessed and maintained any issues of concern will be dealt with promptly.

In the unlikely event of a lost child or a child not being located on the premises the following procedure will be followed:

1) A full search of the premises will be made if a child cannot be located.
2) All available staff will take an active role in:

-Finding a possible exit used
-Ascertaining the length of time, the child has been missing

3) Staff will use the information gathered to search outside the nursery premises.
4) The police will be notified and all relevant information given.
5) Parents/carers will be notified and asked to return to the nursery to await news. (an adult should remain at the family home if in walking distance).

The nursery will conduct a full investigation into any incident and disciplinary action will take place if it is felt necessary. Any parent aware of a security risk should notify the nursery management immediately.

All children are expected to arrive at nursery with an appropriate adult in the unlikely event of a child arriving at nursery without appropriate supervision safeguarding actions will commence.

MEDICINES

Sunflowers day nursery has strict guidance on the storage and administering of medication.

*Medicines must be stored in their original containers, clearly labeled and inaccessible to children. Medicines at sunflowers will be clearly labeled with the child's name and stored in the bathroom. Some medicines may be stored in a locked cupboard if necessary.

*Medicines are not administered unless a doctor has prescribed them for that child, or a medical professional has given advice to administer pain relief medications.

*The parent must fill in a medication form and give written permission to administer any medication. Medication will be administered by a senior staff member and witnessed by another member of staff.

*Written records are kept of all medicines administered to children and parents sign the medication form to acknowledge the medication being received.

*If administration of prescription medication requires technical/ medical knowledge then individual training will be given from a qualified health professional. Training will be specific to individual needs. Children may not be left in our care without all relevant skills/knowledge.

*Medication forms will be kept in the child's file.

*Staff will support children with ongoing medical needs, and an effective management system will be devised with parent/carers to support individual needs.

*Any children starting Sunflowers with any existing conditions or allergies must provide a doctor’s letter confirming a diagnosis and clear guidance on managing the condition or allergy.

Please note if for any reason a child refuses medication or intervention, the parent/carer will be contacted to discuss the issue.

All staff have a current Pediatric First Aid Certificate

STAFF TREATMENT

The nursery will not tolerate abusive treatment of staff, physical or verbal.

In the event of a situation where parties are unable to maintain an appropriate manner with the staff team, they will be asked to leave the premises.

It is advised that initial contact be then made to the nursery managers to help to resolve any outstanding issues.

Where a complaint is made the complaints, procedure will be followed.

If it is felt after all mediation is exhausted that the staff team is at any risk of further abuse, the managers withhold the right to terminate the placement of the child and exclude the family from attending the nursery.

PARENTS AS PARTNERS

Sunflowers fully acknowledge the importance of working with parents to ensure the best care for children, the nursery will gather information from parents, maintain open lines of communication and always share information.

We welcome Parents and carers comments and feedback. Nursery staff are available to discuss any issues with parents and wish to respect families' individuality and values.

As part of our nursery community, we will offer lots of opportunities for parents and carers to be involved in their child's learning, alongside that we like to celebrate the diversity of our nursery community by representing our families and extended families in images around the nursery and in its learning environment to ensure all our families feel valued and welcomed.

As formative and informative assessments occur parents and carers will be invited to be a valued part of assessment including Learning journals, 2yr checks and moving on documents.

Information about the nursery and its community can be found on our Facebook page.

*Please be advised that staff members are not permitted to babysit for current families attending the nursery.

ARRIVAL AND DEPARTURE

Visitors are asked to ring the doorbell and to wait to be greeted, visitors are required to enter their details into the visitor's book and sign out when leaving the nursery.

Visitors will not be left unaccompanied whilst in the nursery building.

Parents/Carers are required to ring the doorbell where a staff member from their child's room will greet them.

All visitors will be reminded about the appropriate use of phones and wearable digital technology whilst on the premises.

Staff are required to be on the premises 10/15 minutes before their shift begins, however staff are not permitted to take charge of children prior to or after the nursery opening hours.

Please see uncollected child policy

CONFIDENTIALITY

Certain information must be recorded for all children on admission to the nursery. All staff will respect the privacy of the children and families in our care. At no point should any information be shared without prior permission from the parents/guardians. (Exception-when a child is at risk of serious harm).

At times the managers will be privy to certain information regarding families and this information will only be shared with the staff team if it is felt necessary to give the best possible care to the child.

Staff/ family records are stored securely, permission must be sought to access files,

A breach of confidentiality will be dealt with seriously and in line with our disciplinary procedures.

DATA PROTECTION (GDPR)

The nursery fully complies with the Data Protection Regulations GDPR, and under these regulations will ensure that we act in a fair and lawful manner, information will only be used for the purpose for which it was gained; and only when necessary.

The information will be accurate throughout and only kept for as long as necessary.

Information will be stored securely, and we remain accountable for the information we hold.

A privacy notice will be issued to all families, and we will give transparent guidance on the information we hold and its purpose, all written consents will be sought. Within this statement we will clarify the rights of all the clients using the nursery.

SUN AWARENESS

It is important to protect children from the harmful rays of the sun; the nursery requires parents to complete a sun protection form to either give permission for the nursery to apply sun cream or for the child to come to the nursery wearing all day sun cream protection.

The children will have access to shaded play areas and we will reduce the length of time in direct sunlight during particularly sunny days, also we are aware that children can easily become dehydrated and therefore children will be encourage to drink plenty of fluids.

Children will require sun hats and we ask for these to be brought daily.

EMERGENCY CLOSURE POLICY

In exceptional circumstances the nursery may be forced to close. In ANY event of closure for any reasonable cause the nursery will not be liable to refund parents for loss of sessions.

The Manager's decision is final, and closure will only be made if absolutely necessary.

In the event of heavy snow, the managers will decide if in their opinion it is unsafe to remain open or indeed to open the nursery for business.

They will consider the staff to children's ratios and how they may be affected by Staff members being unable to get to the nursery and whether roads are safe to travel on.

*A closure period of more than 2 consecutive days will be refunded 50% cost.

Bereavement Policy

It is almost inevitable that the nursery will, at some point, must deal with a death that affects its community. Most commonly this will mean an individual child experiencing the death of a close family member, but it may also be a death of a child at nursery, or of a staff member.

Death is something that we don't like to think about and so when we are faced with it, we often feel under-prepared. It is of course impossible to be fully prepared as the impact of a death will depend on several factors such as……

-The role that the deceased person had in the nursery
-How well known they were in the local community
-Circumstances surrounding the death, particularly suicide or other violent deaths.

However, we will focus on two areas within this policy the role of the nursery and the need to respect the needs of a bereaved child.

The role of the Nursery

The following is general guidelines to what the nursery role will be, the managers will take overall responsibility for managing this role and will meet to take stock of the situation as soon as possible.

Send Card/Letter of condolence to child and family.

Inform children/Staff/ and parents of the situation.
(As agreed with the family)
Support maybe sought from relevant professionals if deemed appropriate.

Arrange to see child/family at home or nursery to decide what level of support is needed.

Nominate a staff member who will offer ongoing support.

Ensure significant dates entered on child's records/register.

Ensure regular liaison with staff to identify any problem areas.

Offer support to staff as necessary.

Keep regular contact with family.

Be aware that grief is a lifelong process and can re-surface at any time.

*It maybe necessary to arrange a separate phone line for the nursery to deal with concerned parents etc.

Respecting the bereaved child

We wish to support our children fully and to do this we have provided the following document, which we feel represents the needs of a bereaved child and what we hope to offer our children.

Charter for bereaved children

Bereavement support

- Bereaved children are entitled to receive the support they need.

Express feelings and thoughts

- Bereaved children should feel comfortable expressing all feelings and thoughts associated with grief, such as anger, sadness, guilt, and anxiety and to be helped to find appropriate ways to do this.

Remember the person who has died.

- Bereaved children have a right to remember the person who has died for the rest of their lives if they wish to do so. This may involve re-living memories (both the good and the difficult) so that the person becomes a comfortable part of the child's continuing life story.

Education and information

- Bereaved children are entitled to receive answers to their questions and information that clearly explains what has happened, why it has happened and what will happen next.

Appropriate and positive response from schools or colleges

- Bereaved children can benefit from receiving help and understanding from their teachers and fellow students.

Voice in important decisions

- Bereaved children should be asked if they wish to be involved in important decisions that have an impact on their lives (such as planning the funeral and remembering anniversaries).

Everyone involved.

- Bereaved children should receive support which includes their parent(s) or carers and siblings, and which respects each child's confidentiality.

Meeting others

- Bereaved children can benefit from the opportunity to meet other children who have had similar experiences.

Established routines.

- Bereaved children should be able to choose to continue previously enjoyed activities and interests.

Not to blame

- Bereaved children should be helped to understand they are not responsible and not to blame for the death.

Tell their story.

- Bereaved children have a right to tell their story in a variety of ways and for those stories to be heard, read or seen by those important to them.

OUTINGS PROCEDURE

Outings from the nursery will be carefully considered and will take place only if the outing is deemed appropriate and beneficial to the children in our care.

The outing and the journey to and from the nursery will be fully risk assessed and a 'practice' run will take place by a nursery manager or senior staff member to ensure all risks have been noted and addressed.

Attention will be given to the following areas

Adult: child ratios
Nature of outing
The need to exceed the child: adult ratios to ensure safety.
Fully stocked first aid equipment and first-aider.
Contact details for parents
Parent's permission
Mobile phone

If transport is used, we will ensure we have considered

-Insurance details
-List of named drivers
-M-O-T certificate
-Parents' permission
-Safety belt/child seats

This list is not exhaustive and depends on the nature of the outing; a risk assessment will be documented for any outing.

EMERGENCY STAFFING

The nursery is fully committed to always ensuring appropriate staffing levels.
In the event of a staff member being unwell the Nursery manager will ensure cover is provided.

Actions will take into consideration to-

- Regrouping
- Reorganising rooms
- Redeploying suitable staff to provide consistent experience for the child.

A bank of relief staff is available for emergency staffing and maybe called upon with short notice, the nursery ensures a supernumerary staff member within the office who are also available able to support staffing.
In the unlikely event of an illness affecting several staff members, it may be necessary to reduce the number of children attending the nursery, this will be done initially on a voluntary basis, and all fees will be refunded.
Sunflowers day nursery will under no circumstance operate under the staffing levels, which are deemed appropriate to ensure child safety.

Fee Policy

-Fee structures will be provided in an itemised invoice. Once agreed you enter into a financial agreement with the nursery to make all payments in good faith.

-You will be required to make this payment directly to our bank via a standing order.

-Nursery fees are payable a month in advance, on the first of each consecutive month. Non payments could result in your child's sessions being withdrawn.

-We accept both the 15hrs and 30hr funding entitlements and welcome families in receipt of disadvantage 2yr old funding.

-Where flexible funded sessions apply parents will be asked to pay voluntary charges, details of these can be found on your itemised invoice.

-The nursery offers a limited number of free sessions; these are available over core hours. Parents will be required to pay or provide the consumables and non-consumables that are not covered by the free offer. This will be agreed by all parties in advance of your child up taking their sessions.

-When fee increases are made you will be given adequate notice to amend your payments. When you make your first payment, the contractual agreement is renewed.

-All holidays and sickness are to be paid for in full.

PLEASE SPEAK TO THE MANAGERS IF YOU STRUGGLE TO MEET YOUR NURSERY FEES OR ARE EXPERIENCING FINACIAL DIFFICULTIES

Recruitment and Selection Procedure

The manager/s will assess the Staffing needs of the nursery, they will make recruitment decisions based on ratio requirements, uptake of sessions and staff deployment. The Managers will fully comply with safer recruitment practices and will fully comply with the recruitment and selection procedure.

Vacancy and Job Descriptions

When a vacancy arises the terms of the Job will be agreed reflecting the needs of the nursery, we will review and adapt the job description for that individual post.

The Job description sets out the main features of a job. It is how we will define the employees' work. The job description which will also be a key element of the Contract of employment and will be used to develop continuous professional development and supervisions.

We aim for all applicants to be fully informed from the job description about the job they are applying for. We will ensure job descriptions are not full of jargon. We will ensure the Job description demonstrate our inclusive environment and will not discriminate in any way.

The Job description will have the following headings-
Job Purpose
General responsibilities
Main duties
Child protection and safeguarding
Additional duties
Followed with a Person specification

We will also ensure that staff have a sufficient understanding and use of English to ensure the well-being of children in their care.

Staff must be able to-
Keep records in English
Liaise with other agencies in English
Summon emergency help
Understand instructions. For example, about safety of medicines or food hygiene

Recruitment Advertisements

We aim to provide an advert which is precise, and clear. We will give key information to attract potentially suitable qualified and skilled applicants. The advert will be consistent with the job description and person specification. We will state the requirements for safeguarding checks, right-to-work checks and that satisfactory references will be required before employment can commence.

Interested parties will be provided with email and phone contacts to express interest in the position. We will request an application form and a current CV to commence shortlisting.

We will advertise through recruitment sites such as Indeed and also through the local Authority recruitment page.

Shortlisting

Shortlisting will commence once the Job advertisement has reached its closing date. We will match candidates as closely as possible to the requirements listed in the job description and produce a list of people to interview.

We will only interview candidates who meet the essential criteria, the shortlisting process will be based on a proper comparison of each candidate's qualification, experience and skills. We will use a shortlisting Matrix to be clear and transparent as possible.

Interviews and Taster session

Candidates will be given the venue, date and time of their interview. We will ask if they need and adaptions or support to attend. We request that they bring-
Certificates of Qualification
Evidence that they are eligible to work in the UK
(Passport, NI number and or a full birth certificate).
Self-Disclosure form

We will remind all candidates that they will have to undertake a DBS clearance before a full offer of employment, and that satisfactory references are a condition of any future offer.

Prior to interview, the candidate will be provided with a copy of the Job Description and the interview questions to help them prepare.

Staff conducting the interviews have attended the Safer recruitment training will have all paperwork to hand including job description, application forms and prepared question and Response Matrix.

The Response Matrix will ensure a consistent interview structure for all candidates that will support decision making.

Decision Making

The response Matrix will help us to determine a Candidate/s that we would like to progress to a Taster session. Accurate completed Matrix paperwork will provide record and evidence of our decision making, this will be a fair assessment process.
Based on a successful Taster session (usually 8.30-1.30) a Conditional offer of employment will be made.

Offer of Employment

After the interview and Taster session is completed successfully, we will advise the successful candidate that he/she is suitable for the post subject to satisfactory clearances. We will also inform the other candidates that they have not been successful on this occasion. We will provide feedback to these candidates on request.

Employment Checks

As part of our commitment to ensuring the safety of children we will complete the following checks-

Review and check Qualifications

Collect and check 2 written references including previous employee, followed up via the telephone.

Asylum and Immigration checks, including the right to work in the UK.

DBS check

An employee will not commence any work paid or unpaid until all checks are completed and are satisfactory.

The conditional offer of employment will be withdrawn if these checks are not successfully passed. Once passed a contract will be issued subject to a successful probationary period.

Records will be kept about staff qualifications, identity checks, vetting processes and references that have been completed including criminal records, reference number, the date the check was obtained and details of who obtained it. This will be stored in the Staff central record.

An additional criminal record check (or checks if more than one country) will be made if they have lived or worked abroad.

References

References ensure that we are happy that the employee is suitable to work in childcare, we will make sure these are obtained, and we are satisfied with the references before the candidate commences work.

We will-

-Not Accept open references e.g. to whom it may concern
-Not Rely on applicants to obtain their references
-Ensure any references are from the candidate's current employer, training provider or educational setting and have been completed by a senior provider with appropriate authority
-Not accept references from a family member
-Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employes.
-Secure a reference from the relevant employer from the last time the applicant worked with children. If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
-ensure electronic references originate from a legitimate source.
Contact references to clarify content where information is vague or insufficient information is provided.
-compare the information on the application form with that in the reference and take up any discrepancies with the candidate
-Establish the reason for the candidate leaving their current or most recent post and ensure and concerns are resolved satisfactorily before appointment is confirmed

Preparing for the new employee

A new employee will be welcomed to the setting in a professionally organised manner. The employee will receive full induction, handbook and useful current safeguarding documents.

Our induction process, the probationary period and supervision will be used as an integrated approach to ensure a total program of staff development for the new employee. The induction begins the fundamental importance in setting standards and patterns of behaviour for the future.

The new employee will serve a probation period of 6 months, with a review undertaken at 3 months. This period will be used to assess the employee's ability, aptitude and conduct and to induct, train and advise them on their duties and responsibilities.

Effective supervision of employees is very important. Initially the employee will be provided with a Mentor for advice and support, alongside this will be regular supervisions. to follow up on any issues, check progress and pick up on any problems at an early stage, provide the opportunity for regular constructive feedback and review objectives if necessary.

Annex-Policy file (available on request)

Job Description

Shortlist Matrix

Interview Questions

Response Matrix

Early years foundation stage-suitable people

Self-Disclosure form

What to do if you're worried about a child being abused: advice or practitioners

Working together to Keep children safe in education

Local Offer

Welcome to Sunflowers Day Nursery, we provide full day care for children aged from 3 months to 5 years. The nursery is open from Monday to Friday throughout the year.

We welcome all children at Sunflowers and encourage them to develop as individuals and live sociably with others, we allow children in our care to enjoy and thrive during their early years and most importantly to provide them with happiness and enthusiasm for the future.

Sunflowers is a fully inclusive setting; the team is committed to the integration of all children with additional needs. We believe children should be given the opportunity to share an environment where encouragement and positive images are consistent and meaningful.

Sunflowers is a purpose-built, single floor nursery with large spacious playrooms and is fully wheelchair accessible throughout. The nursery has good quality resources and equipment creating stimulating areas alongside dens and cosy spaces for rest and quiet play to ensure children engage fully in our warm, welcoming environment. The nursery has large play areas accessed from the playrooms, children have many opportunities to develop in all areas of the foundation stage both indoors and out.

All access and individual needs regarding the physical environment will be met.

Our Special Educational Needs and Disability Coordinator (SENDco) is Dawn Ashman.
Dawn has worked at Sunflowers since 1999 and has been the co-ordinator since 2001. In that time her knowledge and skills have increased greatly due to training and experience gained through the job role itself.

Dawn has supported many families over the years and takes pride in the fact that her and the staff team's support has decreased the stress and strains that families can face when their child/children have additional needs.

Dawn can provide many services to families, these are:

*Working with the child/children and family within the home and in setting.

*Working with the child/children at the setting in small groups providing a nurturing environment. (Nurture Group/Theraplay)

*Dawn will lead and organise meetings with families and other professionals ensuring the needs of the child and family are met. Information is shared together

and action plans and targets can be agreed together to ensure the best outcomes for children.

*Dawn can help with paperwork and form filling ensuring that support is provided. When your child is ready to move onto another setting, including school, the paperwork will help to ensure a smooth transition

The staff team is also very knowledgeable about your child/children. The key person who has built good relationships with the child and family will also attend meetings with you as support.

Staff will attend any specific training to meet individual medical needs.

All key people will observe their children daily and record any monitor progress made. If a key person or any other member of staff has cause for concern about any of the children at Sunflowers Day Nursery the following procedure will take place.

1) The key person will act as an advisor discussing concerns/observations with the manager and the SENDco (special educational needs and Disability co-ordinator) these concerns will then be discussed with parents/carers.
2) Observation and monitoring of the child will begin graduated SEN support may be put in place, Support and Targets will be agreed by parents/carers, the SENDco and Key person.
3) If necessary, the SENDco will refer the child to other professionals if concerns continue. The support package will be reviewed and all professionals involved will contribute to it’s content.
4) All issues relating to special needs and Disability are dealt with on an individual basis and in relation to the individual child's needs. We will ensure that all paperwork is current and completed to a high standard to support referrals and any future applications for funding.

Where Care Plans, Interventions or Risk Assessments are required, the Nursery will ensure that all requirements are fully met before the Child can be left in our care. The Nursery commits to making Reasonable Adjustments to support our ethos towards inclusion.

Children with additional needs and their families will be supported fully by the Nursery; we aim to provide a nursery where integration is possible with the assurance of good access, support, expertise, and teamwork.

Effectiveness of our practices will be reviewed monitored and evaluated using feedback forms and questionnaires, this process will take account of views from Children, Parents/Carers, Staff and other supporting agencies all issues will be addressed by creating action plans to improve.

We warmly invite you to the setting to discuss your child's needs.

Safe Sleeping Policy and Procedure

We are committed to always ensuring children's safety, including when children are sleeping within the setting. All staff, Students and Volunteers, will be made aware of how to ensure children are safe at sleep time through an effective induction and a clear procedure of comfort toy/dummy checks, regular child checks and maintenance of sleeping resources. The following guidance will be always adhered to

- Babies under 6 months should be placed on their back to sleep, in a cot
- Covers and blankets should be tucked in no higher than their shoulders and their heads should not be covered
- Babies should be put in the "feet to foot" position, with their feet at the end of the cot
- Temperature is important to check. Do not let the children get too hot or cold, remove thick outer clothing such as hoodies or cardigans
- Keep the room at a temperature that's comfortable – about 16 to 20C is ideal
- Sleep mats should be used under supervision and be age appropriate
- Use lightweight blankets
- Do not use duvets, quilts, baby nests, wedges, bedding rolls or pillows during sleep times
- Do not put soft toys into a baby's cot
- Consider where the cot or sleep mat is positioned, e.g. In direct sunlight? Too near to a radiator? Can the child stand and pull anything onto themselves?
- Hats, bibs, bandanas, dummy clips etc should never be worn during sleep times
- Regular checks should be made to check the rise and fall of the child's chest and normal sleep movements. We recommend checks every 10 minutes
- Children on sleep mats should have a safe walking distance between each mat
- Children will not be left alone and regular individual checks are carried out

The following table will be completed for each child who is put down for a sleep.

Child's Name:		Date:		Slept For:		
Comfort toy checked ☐	Dummy Checked ☐	Sleep Mat checked ☐	Blanket meets safe sleep requirements **Yes / N/A**	Child under constant supervision during sleep **Yes/ No**	Individual Risk Assessment complete: ☐ Signed:	
Time fell Asleep:	10 mins	20 mins	30 mins	40 mins	50 mins	1hr
	1 hr 10	1 hr 20	1 hr 30	1 hr 40	1 hr 50	2hours
	Notes:					

We will conduct an additional risk assessment for children who are at particular risk at sleep time, this may be due to a medical or health condition, or for any other reason for concern tat has been noted or reported by the parent or carer.

We will support parents and carers to ensure that safe sleeping advice is used within the home, by regular advice and recommendation about keeping children safe.

Keyperson will support parents and carers to identify an appropriate time to reduce or remove naps from their children's nursery and home routine.



CCTV Policy
Sunflowers Day Nursery (Sunflowers Nursery LTD)

Approved by:	Maxine Neale/ Louise Johnson	**Date:** 1.9.26
Last reviewed on:	31.8.26	
Next review due by:	Jan 27	

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For this document the term "Nursery" refers to Sunflower Nursery Limited

1. Aims

This policy aims to set out the Nurseries policies in regard to the operation, management and usage of surveillance and closed-circuit television (CCTV) systems on the nurseries property.

1.1 Statement of intent

The purpose of the CCTV system is to:

- Make members of the Nursery community feel safe
- Protect members of the Nursery community from harm to themselves or to their property
- Deter criminality
- Protect Nurseries assets and buildings
- Assist police to deter and detect crime
- Determine the cause of accidents
- Assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings
- To assist in the defense of any litigation proceedings

The CCTV system will not be used to:

- Encroach on an individual's right to privacy
- Monitor people in spaces where they have a heightened expectation of privacy (including toilets and changing rooms and staff rooms)
- Follow particular individuals, unless there is an ongoing emergency incident occurring

Pursue any other purposes than the ones stated above

The list of uses of CCTV is not exhaustive, and other purposes may be or become relevant, any other uses will be determined by the Manager/Owners only.

The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The system complies with the requirements of the Data Protection Act 2018 and the UK GDPR.

Footage or any information gleaned through the CCTV system will never be used for commercial purposes.

In the unlikely event that the police request that CCTV footage be released to the media, the request will only be complied with when written authority has been provided by the police, and only to assist in the investigation of a specific crime.

The footage generated by the system should be of good enough quality to be of use to the police or the court in identifying suspects.

2. Relevant legislation and guidance

This policy is based on:

2.1 Legislation

- UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- European Convention on Human Rights
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

2.2 Guidance

- Surveillance Camera Code of Practice (2021)

3. Definitions

Surveillance: the act of watching a person or a place

CCTV: closed circuit television; video cameras used for surveillance

Covert surveillance: operation of cameras in a place where people have not been made aware they are under surveillance

4. Covert surveillance

Covert surveillance will only be used in extreme circumstances, such as where there is suspicion of a criminal offence. If the situation arises where covert surveillance is needed (such as following police advice for the prevention or detection of crime or where there is a risk to public safety), a data protection impact assessment will be completed in order to comply with data protection law.

Additionally, the proper authorisation forms from the Home Office will be completed and retained where necessary.

5. Location of the cameras

Cameras are located in places that require monitoring in order to achieve the aims of the CCTV system (stated in section 1.1).

Cameras are located in:

- Caterpillars Room x2
- Ladybirds x3
- Family room (scheduled shut down when in use as a staff room) x1
- Hall/Lobby x1
- Front Garden x2

Wherever cameras are installed appropriate signage is in place to warn members of the school community that they are under surveillance. The signage:

- Identifies the Nursery as the operator of the CCTV system
- Identifies the Nursery as the data controller
- Provides contact details for the Nursery

Cameras are not and will not be aimed off Nursery grounds into public spaces or people's private property.

Cameras are positioned in order to maximise coverage, but there is no guarantee that all incidents will be captured on camera.

6. Roles and responsibilities

6.1

The Managers/Owners has the ultimate responsibility for ensuring the CCTV system is operated within the parameters of this policy and that the relevant legislation (defined in section 2.1) is complied with.

6.2 The Owner/Manager

Will:

- Take responsibility for all day-to-day leadership and management of the CCTV system
- Ensure that the guidance set out in this policy is followed by all staff

- Liaise with the data protection officer (Louise Johnson) to ensure that the use of the CCTV system is in accordance with the stated aims and that its use is needed and justified
- Review the CCTV policy to check that the Nursery is compliant with legislation
- Ensure all persons with authorisation to access the CCTV system and footage have received proper training from the DPO in the use of the system and in data protection
- Sign off on any expansion or upgrading to the CCTV system, after having taken advice from the DPO and having taken into account the result of a data protection impact assessment
- Decide, in consultation with the DPO, whether to comply with disclosure of footage requests from third parties

6.3 The data protection officer (DPO)

The DPO will:

- Train persons with authorisation to access the CCTV system and footage in the use of the system and in data protection
- Train all staff to recognise a subject access request
- Deal with subject access requests in line with the UK GDPR and Data Protection Act 2018
- Monitor compliance with UK data protection law
- Advise on and assist the nursery with carrying out data protection impact assessments
- Act as a point of contact for communications from the Information Commissioner's Office (ICO)
- Conduct data protection impact assessments
- Ensure data is handled in accordance with data protection legislation
- Ensure footage is obtained in a legal, fair and transparent manner
- Ensure footage is destroyed when it falls out of the retention period
- Keep accurate records of all data processing activities and make the records public on request
- Inform subjects of how footage of them will be used by the school, what their rights are, and how the Nursery will endeavour to protect their personal information
- Ensure that the CCTV systems are working properly and that the footage they produce is of high quality so that individuals pictured in the footage can be identified
- Ensure that the CCTV system is not infringing on any individual’s reasonable right to privacy in public spaces
- Carry out termly checks to determine whether footage is being stored accurately, and being deleted after the retention period
- Receive and consider requests for third-party access to CCTV footage

6.4 The system manager

The system manager will:

- Take care of the day-to-day maintenance and operation of the CCTV system
- Oversee the security of the CCTV system and footage
- Check the system for faults and security flaws termly

Ensure the data and time stamps are accurate termly

Will book logged access to the system at a time agreed with the Manager/Owner

Hold an Enhanced DBS

7. Operation of the CCTV system

The CCTV system will be operational 24 hours a day, 365 days a year.

The system is registered with the Information Commissioner's Office.

The system will not provide audio but will be available when relevant on playback requests that meet the requirement to do so.

Recordings will have date and time stamps. This will be checked by the system manager termly and when the clocks change.

8. Storage of CCTV footage

Footage will be retained for 30 days. At the end of the retention period, the files will be overwritten automatically.

On occasion footage may be retained for longer than 30 days, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.

Recordings will be downloaded and encrypted, so that the data will be secure and its integrity maintained, so that it can be used as evidence if required.

If your process differs, detail how you will store footage here.

The DPO will carry out termly checks to determine whether footage is being stored accurately, and being deleted after the retention period.

9. Access to CCTV footage

Access will only be given to authorised persons, for the purpose of pursuing the aims stated in section 1.1, or if there is a lawful reason to access the footage.

Any individuals that access the footage must record their name, the date and time, and the reason for access in the access log.

Any visual display monitors will be positioned so only authorised personnel will be able to see the footage.

9.1 Staff access

The following members of staff have authorisation to access the CCTV footage:

The Owners : [Louise Johnson/ Maxine Neale]

The Manager : [Gemma Berry]

The DPO: [Louise Johnson]

The system manager: [Alex Chedgy]

Anyone with express permission of the Owner/Manager

CCTV footage will only be accessed from authorised personnel's work devices, or from the visual display monitors.

All members of staff who have access will undergo training to ensure proper handling of the system and footage.

Any member of staff who misuses the surveillance system may be committing a criminal offence, and will face disciplinary action.

9.2 Subject access requests (SAR)

According to the UK GDPR and Data Protection Act 2018, individuals have the right to request a copy of any CCTV footage of themselves.

Upon receiving SAR the Nursery will immediately issue a receipt and will then respond within 1 calendar month.

All staff have received training to recognise SARs. When a SAR is received staff should inform the DPO in writing. When making a request, individuals should provide the nursery with reasonable information such as the date, time and location the footage was taken to aid the nursery staff in locating the footage.

On occasion the school will reserve the right to refuse a SAR, if, for example, the release of the footage to the subject would prejudice an ongoing investigation.

Images that may identify other individuals need to be obscured to prevent unwarranted identification. The Nursery will attempt to conceal their identities by blurring out their faces, or redacting parts of the footage. If this is not possible the school will seek their consent before releasing the footage. If consent is not forthcoming the still images may be released instead.

The Nursery reserves the right to charge a reasonable fee to cover the administrative costs of complying with a SAR that is repetitive, unfounded or excessive.

Footage that is disclosed in a SAR will be disclosed securely to ensure only the intended recipient has access to it. This will be supported by our System Manager to ensure priority to legislation is maintained

Records will be kept that show the date of the disclosure, details of who was provided with the information (the name of the person and the organisation they represent), and why they required it.

Individuals wishing to make an SAR can find more information about their rights, the process of making a request, and what to do if they are dissatisfied with the response to the request on the ICO website.

9.3 Third-party access

CCTV footage will only be shared with a third party to further the aims of the CCTV system set out in section 1.1 (e.g. assisting the police in investigating a crime).

Footage will only ever be shared with authorised personnel such as law enforcement agencies or other service providers who reasonably need access to the footage (e.g. investigators).

All requests for access should be set out in writing and sent to the Owner/Manager and the DPO.

The Nursery will comply with any court orders that grant access to the CCTV footage. The Nursery will provide the courts with the footage they need without giving them unrestricted access. The DPO will consider very carefully how much footage to disclose, and seek legal advice if necessary.

The DPO will ensure that any disclosures that are made are done in compliance with the UK GDPR.

All disclosures will be recorded by the DPO.

10. Data protection impact assessment (DPIA)

The Nursery follows the principle of privacy by design. Privacy is taken into account during every stage of the deployment of the CCTV system, including its replacement, development and upgrading.

The system is used only for the purpose of fulfilling its aims (stated in section 1.1).

When the CCTV system is replaced, developed or upgraded a DPIA will be carried out to be sure the aim of the system is still justifiable, necessary and proportionate.

The DPO will provide guidance on how to carry out the DPIA. The DPIA will be carried out by [Louise Johnson /Alex Chedgy)

Those whose privacy is most likely to be affected, including the Nursery community and neighbouring residents, will be consulted during the DPIA, and any appropriate safeguards will be put in place.

A new DPIA will be done annually and/or whenever cameras are moved, and/or new cameras are installed.

If any security risks are identified in the course of the DPIA, the Nursery will address them as soon as possible.

11. Security

- The system manager will be responsible for overseeing the security of the CCTV system and footage
- The system will be checked for faults once a term
- Any faults in the system will be reported as soon as they are detected and repaired as soon as possible, according to the proper procedure
- Footage will be stored securely and encrypted wherever possible
- The CCTV footage will be password protected and any camera operation equipment will be securely locked away when not in use
- Proper cyber security measures will be put in place to protect the footage from cyber attacks
- Any software updates (particularly security updates) published by the equipment's manufacturer that need to be applied, will be applied as soon as possible

12. Complaints

Complaints should be directed to Owners/Managers or the DPO and should be made according to the Nurseries' complaints policy.

13. Monitoring

The policy will be reviewed annually by the DPO to consider whether the continued use of a surveillance camera remains necessary, proportionate and effective in meeting its stated purposes.

14. Links to other policies

- Data protection policy
- Privacy notices for parents/carers, pupils, staff, governors and suppliers
- Safeguarding policy
- Staff Handbook