



**The
Chesterfords
Pre-school**

**Policies
2011-12⁽¹⁾**

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Admissions Policy

It is our intention to make The Chesterfords Pre-school genuinely accessible to children and families from all sections of the local community.

We will ensure that the existence of the Pre-school is widely known in all local communities. We will place notices advertising the Pre-school in places where all sections of the community can see them, in more than one language if appropriate.

- Children may start Pre-school in **Autumn or Spring terms** once they are two and a half years old.
Children who are not two and a half until the **Summer term**, or do not apply to start until the **Summer term**, may join a waiting list to start Pre-school in the Summer term and places will be allocated only if they are available at the start of the Summer term. Otherwise the child may apply to start Pre-school in the proceeding Autumn term.
- **New admissions:**
 - Applications to join the Pre-school **submitted before 30th June one year prior to the start of the academic year in which they wish to join** (e.g. applications to join Pre-school in the academic year covering 2011/12 made before 30th June 2010) will be considered against a list of set criteria which will be as follows:
 - Children who have older siblings attending Pre-school.
 - Children who live in Great Chesterford.
 - Children who live in the following villages (in order of priority): (1) Little Chesterford, (2) Littlebury, (3) Littlebury Green (4) Catmere End and (5) Ickleton.
 - Date of application.
 - Parents /carers will be informed of the decision in writing before 31st July of that year (e.g. applications to join Pre-school in the academic year covering 2011/12 made before 30th June 2010 will be replied to in writing by 31st July 2010).
 - Applications made after this initial application cut-off date will be considered on a first come first served basis if there are places still available. In the event there are no places left, children may join a waiting list.
- **Allocation of sessions:**
 - Children starting Pre-school in **Autumn and Spring terms** will be offered a **maximum of 3 sessions** per week and a **minimum of 2**.
 - If a child joins the Pre-school and starts with 2 sessions, a 3rd session may be deferred if requested on the application form. The 3rd session must be taken up after 6 weeks of starting or deferred until the September of the next academic year in order to be guaranteed.
 - If a 3rd session is not requested on the application form but is desired at a later date, written applications may be considered against a list of 'extra sessions criteria' (*see later - 'Extra sessions'*).
 - If the Pre-school has unfilled sessions after considering all new applicants, written applications for more sessions will be considered (*see later - 'Extra sessions'*).

- Applicants to start Pre-school in the **Summer term** will only be offered sessions if there are any still available at the start of the Summer term and applicants will only be notified of this shortly before the start of the Summer term.
 - If a child does start Pre-school in the Summer Term, the child will be offered a **maximum of 2 sessions** for the Summer term and a **3rd session** may be taken up the following September if requested on the application form. Alternatively the 3rd session may be deferred until the September of the academic year prior to starting school, if requested on the application form.
- **Extra sessions:**
 - If unfilled sessions do become available, sessions will be allocated in the first instance to children on a waiting list, who currently have no sessions, and who are due to start school the following September, subject to the criteria set out in the new admissions section of this policy. Children on a waiting list who have no sessions and who have more than one year prior to starting school, will then be prioritised subject to the criteria set out in the new admissions section of this policy. *The Pre-school will then consider written applications from parents/carers of children already attending Pre-school to apply for extra sessions, and one extra session will be allocated per child according to the following criteria:*
 - Children who are **due to start school** the following September and who are **currently on 2 sessions per week.**
 - Children who are **currently on 2 sessions per week and have more than 1 year left at Pre-school.**
 - Children who are **due to start school** the following September and **who are currently on 3 sessions per week.**
 - Children who are **currently on 3 sessions per week and have more than 1 year left at Pre-school.**

If more than 1 child fulfils the above criteria and there is only 1 session available, the date on which the written application was made will be taken into consideration.

- Extra sessions may not be pre-booked and should be taken up at the time of asking. If the extra session is not required until a future date, the child may be put on the waiting list and the application will considered around the date on which the session was requested to commence.
- **A 5th session will not be available to anyone.** In the event that numbers decline at the Pre-school such that 5th sessions are an option, the time and allocation of these will be at the discretion of the manager/committee.
- The Pre-school will keep one place vacant, if this is financially viable, in order to accommodate emergency admissions.
- **Payment of fees:**
 - Non payment of fees after four weeks may result in the child's place being suspended.
 - Refunds will not be given if a child is sick or on holiday.

- Refunds will not be given for up to 5 days in the event of unexpected closure of Pre-school. *Please refer to our ‘Unexpected Closure of Pre-school’ policy (page 41) for further details.*
- **Notice periods:**
 - If a child is withdrawn from one or more sessions a full half terms written notice must be given otherwise parents/carers will remain liable to pay the fees. A full half term is defined as 7 Pre-school term weeks and does not include Christmas, Easter, Summer or half term holidays.
 - Uptake of a deferred 3rd session 6 weeks from the original start date may be withdrawn without any financial penalty if this is decided within 2 weeks of the original start date. If withdrawal from the 3rd session occurs after 2 weeks of starting Pre-school, a full 4 Pre-school term time weeks notice must be given in writing otherwise parents/carers will remain liable to pay the fees. Pre-school term time weeks do not include Christmas, Easter, Summer or half term holidays.
- The Pre-school will describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders and people from other cultural, ethnic, religious and social groups, with and without disabilities.
- The Pre-school will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- The Pre-school will make our equal opportunities policy widely known.
- The Pre-school will consult with families about the opening times of the Pre-school to avoid excluding anyone.
- The Pre-school will be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- The Pre-school will continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.
- The Committee retains discretion to adapt the policy according to circumstances.
- *The Committee/Supervisor retains the right to ration attendance to only two sessions per week per child to allow as many children as possible to attend the group.*

This policy was adopted at a meeting of the Pre-school held on(date)

Amended on(date) and(date) and(date)

Signed.....Position

Parental Involvement

Parents are the first educators of their young children. The aim of the group is to support parents in their essential role. We will:

- Involve parents in shared record keeping about record keeping about their own child, both formally and informally, ensuring that parents have access to all written records on their own children.
- Ensure that parents are given information on a regular basis about their child's progress and have an opportunity to discuss it with staff.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Ensure that all new parents are aware of and can contribute to the group's systems and policies.
- Encourage parents on an individual basis to play an active part in the management of the group.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Consult with families about the times of meetings to avoid excluding anyone.
- Hold meetings in venues which are accessible and appropriate for all.
- Welcome the contributions of the parents, whatever form these may be.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Provide opportunities for parents to learn about the pre-school curriculum, and about young children's learning, in pre-school and at home.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Settling In Pre-school

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create partnership with parents in the following ways:

- By creating opportunities for the exchange of information, using among other resources, a copy of the pre-schools prospectus and a shared approach to the registration form.
- By ensuring plentiful opportunities for parents to inform pre-school about their child's current achievements and interests.
- By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported in the Pre-school for as long as it takes to settle their child there.
- By reassuring parents whose children seem to be taking a long time to settle into the Pre-school.
- By introducing new families into the group on a staggered basis, for example two new children a day for a week rather than ten new children all at once.
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and children feel comfortable in the Pre-school, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Selecting Play Equipment and Toys

The toys and equipment in Pre-school provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- Is appropriate for the ages and stages of the children.
- Offers challenges to develop physical, social, personal and intellectual skills.
- Features positive images of people, both male and female from a range of ethnic and culture groups, with and without disabilities.
- Includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- Will enable children, with adult support, to develop individual potential and move towards learning goals.
- Conforms to all relevant safety regulations, and is sound and well-made.
- Is cleaned regularly.
- Is checked and updated regularly.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Safeguarding Children

Debbie Allard and Karen Benton are the nominated persons in charge of Health and Safety.

The hall is used by other groups, therefore the safety of young children and staff is of paramount importance. In order to ensure the safety of both children and adults, the staff, and, where appropriate, the committee of Pre-school will ensure safety in the following areas:

Environment

- Safety checks on premises, both outdoors and indoors, will be made before every day/session.
- Whilst the session is in progress the main entrance door will be kept bolted on the inside with adult height bolts.
- Low level glass will be covered, or replaced by safety glass.
- Outdoor space will be securely fenced.
- Public space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipments for the detection and control of fire.
- A record will be kept of any checks by the fire safety officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the fire safety officer will be carried out.
- All dangerous materials, including medicines and cleaning materials will be stored out of the reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

- Internal safety gates/barriers will be used as necessary.

Supervision

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children playing in the outside area will be closely supervised and the gate bolted.
- Children will not be expected to stay outside for long periods in either very hot or very cold weather.
- Parents are asked via the prospectus:
 - To apply sunscreen prior to the session.
 - To provide, whenever necessary a sunhat.
 - To provide their children with a coat and, in cold weather, hat and gloves.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- On outings, the adult:/child ratio will be at least one to two. Visits to the playground/tennis courts are 1:4 ratio.
- Lost children: If a child is lost on an outing, members of staff should search for the child whilst maintaining the highest possible staff/child ratio for the remaining children. After fifteen minutes, the police should be called and the parents informed.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.
- Children do not routinely sleep during Pre-school. The parents/carer of an unusually tired child will usually be contacted. Should a child need to sleep, the cushioned area of the carpet will be used and other activities will be directed away from the sleeping child.

Adult safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height. Adults will not be required to be in the building alone, or to leave alone after dark.

Management

- A book will be available at each session for the reporting of any accidents or incidents.
- Regular safety monitoring will include checking the accident record as a basis for risk assessment.
- All adults, including parents and other carers, will be aware, via the prospectus, of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- Any unfamiliar adults will be asked who they are and their reason for visiting/being in the vicinity.
- All staff members will wear name badges. Name badges will also be available for volunteer helpers.
- Visitors will be asked, where appropriate, for identification and to sign the visitor's book.
- Adults will not walk about with hot drinks or place hot drinks within the reach of children.
- A correctly stocked first aid box will be available at all times.
- Fire drills will be held at least twice a term.
- Fire extinguishers will be checked annually and staff will know how to use them.

Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continually supervised. Children will not be allowed in the kitchen for any other purposes. There will be no use of onions in the kitchen due to risk of children with allergies.
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unattended.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Lost Child Policy

If a child is lost on an outing, members of staff should search for the lost child whilst maintaining the highest possible adult/child ratio for the remaining children. After fifteen minutes the police should be called and the parents informed.

Again if a child is lost within the premises of the Pre-school the above procedure will be followed.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Intruder Policy

Statement of Intent

This setting believes that the safety of the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders.

Aim

The aim of this policy is to inform practitioners and parent/carers of the procedures to take in the event of an intruder being identified on the premises. All practitioners must be aware that it is their priority to maintain the safety of any children in their care as well as their own safety and to protect the settings environment and equipment.

Methods

An intruder is an individual in the setting who has not followed established visitor procedures and may or may not be a safety hazard to the setting. This policy provides a means of dealing with either situation.

Any member of staff who observes an individual in the setting who appears suspicious or out-of-place should either approach the individual (if safe to do so), ask for their name and purpose in the setting or should contact the Office/Supervisor for assistance.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the settings visitors' policy.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be children must be given reassurances as to their own and others safety and well being.

Procedure: visitor with legitimate business no pass, we will:

- Identify the person and determine their purpose or need for being in the setting
- Escort person to Office/Supervisor and have them check in as a visitor. Ensure they are aware of the settings visitor policy for future reference.
- Wait until a member of the management team can come to you, if safety issues do not permit you to leave your post.
- Review security to determine how the intruder gained entry

Procedure: intruder who may pose a safety hazard, we will:

- Politely greet intruder, identify yourself and ask purpose of the visit to the setting.
- Ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to the Office/Supervisor and escort the person to the Office/Supervisor
- Depending on the circumstances and the demeanour of the intruder, the Manager/Supervisor will make every effort to call the police to report the

incident. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, we will endeavour to calm the person by talking in a low calm reassuring voice whilst also trying to gain the attention of another staff member to call the police.

- If police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person. Contact the police to inform the responding officers that the individual has left the building, the direction and means of transport.
- If the individual stays until the police arrive, inform the officers what has happened that led to the individual being with you so they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the school whilst still in the presence of the police.
- Review security immediately
- Log incident and actions as soon as possible.

Procedure: Intruder who is armed or otherwise poses a safety hazard

- Alert all staff members by sounding the intruder alarm
 - Contact the police as soon as possible to report the incident.
 - Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon involved.
 - Advise the operator what we are doing to ensure the safety of the children and other staff members.
 - Remain on the line until the operator advises you to hang up.
 - Until police arrive, monitor location of intruder
-
- When confronting an intruder, take another staff member with you. Ask a third member who is not involved to contact the Office/Supervisor. Determine who will initiate contact with the intruder and who will be the back up person. Both staff members should break off contact and leave when it is safe to do so. Attempt to direct the intruder to the main office/or away from areas occupied by the children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
-
- Back away slowly and leave the area.
 - Both of your hands should be up with your palms facing the intruder while slowly backing away.
 - Remain calm do not attempt to disarm the person
 - Once the police officers arrive provide them with the following information:-
 - Location of intruder
 - Description of intruder
 - Any known weapons
 - Any statements made by the intruder
 - Be prepared to keep media, parents and other community members out of the setting. The police will secure the building. Contact the press office at National Centre if you need help for a press statement.

- All other staff members and official visitors should remain in their designated area/room with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.

In any event there will be a thorough investigation of the incident, and a report will be made by all staff involved.

Inform Ofsted and the subsequent investigation, with due regard to both data protection and confidentiality policies.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Behaviour Management – Policy and Practice

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

In order to achieve this:-

- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict.
- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Pre-school and explained to all newcomers, both children and adults.
- All adults in the Pre-school will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- Emphasis will be placed on recognising and praising desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in unacceptable ways:

- They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. When appropriate, this might be accomplished by a period of “time out” with an adult.
- As soon as an incidence of misbehaviour has been dealt with adult support will be given to allow the child/children to ‘move on’.
- Children will never be sent out of the room by themselves.
- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.

- Physical restraint, such as holding, will be used only to prevent personal injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded, and the parent informed the same day.
- In cases of serious misbehaviour, such as bullying, racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- Adults will not label children and will avoid using negative language such as 'bad' or 'naughty'.
- Adults in the Pre-school will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by all the Pre-school staff in liaison with the child/children's parents using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Child Protection – Policies and Procedures

We comply with the procedures consistent with the SET (Southend, Essex, Thurrock) multi agency child protection procedure manual (2006). We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to in order to achieve this we will:

Exclude known abusers

It will be made clear to applicants for posts within the Pre-school that the position is Exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Pre-school is confident that the applicant can be safely entrusted with children.

All staff are subject to checks by the Criminals Records Bureau. Any unchecked volunteers including parent helpers will never be left alone with the children.

Seek and supply training

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse as outlined in the set procedures published by the Essex Child Protection Committee. We comply with the procedures consistent with the SET (Southend, Essex, Thurrock) multi agency child protection procedure manual (2006).

Prevent abuse by means of good practice

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside, for example, for time out after behaviour which needs improvement – will leave the door ajar.

All staff will follow the guidance of the Essex Welfare Service as recorded in their booklet ‘Physical Contact and Intervention Policy Guidance Training’.

Adults who have not been registered as ‘fit’ persons will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the playroom(s) will permit constant supervision of all children.

Respond appropriately to suspicions of abuse

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, but if they are not in position to allay any legitimate anxieties, the matter will also be taken up with the Social Services Department.

In exceptional circumstances, the Social Services Department may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/keyworker, the supervisor and the management committee chair.

If a volunteer or member of staff is accused of any form of child abuse, all allegations should be brought to the attention of the committee. They will then inform, where appropriate, the local Child Protection Unit, OFSTED and, if necessary, the Police.

S/he will be interviewed immediately by the person in charge of the group. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will usually be with the supervisor, but if the allegation is against the supervisor, the interview may be conducted by the committee chair. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made.

Investigations will be in line with Area Child Protection Committee procedures and conducted in conjunction with the Area Child Protection Committee. Due regard will be taken with regard to confidentiality and confidential records will be kept of the allegation and of all subsequent proceedings.

Keep records

Whenever worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children’s progress and development.

The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child’s behaviour/appearance, without comment or interpretation, where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Records should be clear, accessible and comprehensive with judgements made, actions and decisions taken carefully recorded.

Such records will be kept in a separate file and will not be accessible to people other than the supervisor, chair and keyworker or other member of staff as appropriate.

Liaise with other bodies

The Pre-school operates in accordance with guidelines laid down by the registering authority. Confidentiality records kept on children about whom the pre-school is anxious will be shared with the Social Services Department i.e. the pre-school feels that adequate explanations for changes in the child’s condition have not been provided.

The group will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in an emergency, for the pre-school and the Social Services Department to work well together.

Records will also be kept of the local NSPCC contact, or other contact (s) as appropriate.

Support families

The Pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the Pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with parents.

With the proviso that the care and safety of the child must always be paramount, the Pre-school will do all in its power to support and work with the child’s family.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Confidentiality Policy

The Pre-schools work with children and families will sometimes bring us into contact with confidential information. In an especially close community such as The Chesterfords we feel this policy should be taken particularly seriously.

To ensure that all those using and working in the Pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school supervisor or keyworker will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's safety will be kept in a confidential file and will not be shared within the group except with the child's keyworker/supervisor, the chair and, if appropriate, other members of staff.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the Pre-school, will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to our paramount commitment to the safety and well being of the child. Please also see our policy on child protection.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Diet – Policy and Practice

The sharing of refreshments can play an important part in the social life of the Pre-school as well as reinforcing children's understanding of the importance of healthy eating. The Pre-school will ensure that it fulfils all the requirements of the registering authority and that:

- Snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- The snack normally provided will consist of fruit, vegetables and dried fruit.
- Milk provided for children is semi-skimmed and pasteurised.
- Water will be offered as an alternative to milk.
- Children will be encouraged to finish their drinks.
- Concerns over children who routinely drink too little will be discussed with parents.
- Water is constantly available.
- Details of the snack provided will be displayed on an information board.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Equal Opportunities Policy

Policy Statement

The Pre-school Learning Alliance is committed to helping Pre-schools provide equality of opportunity for all children and families and to take positive action to eliminate discrimination in all areas of their work. As a member of the alliance The Chesterfords Pre-school works in accordance with all relevant legislation including:

- Equality Act 2010
- Children Acts 1989 and 2004

We will ensure that our Pre-school is fully inclusive in meeting the needs of all children and families, particularly those which arise from their ethnic heritage, religious belief, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

We believe that the setting should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with our Pre-school have an equal chance to do so.

Admissions

We will ensure that the existence of the Pre-school is widely known in all local communities. We will place notices advertising the Pre-school in places where all sections of the community can see them, in more than one language as appropriate.

- Children are eligible to attend Pre-school once they are two and a half years old.
- New admissions:
 - Applications to join the Pre-school **submitted before 30th June one year prior to the start of the academic year in which they wish to join** (e.g. applications to join Pre-school in the academic year covering 2013/14 made before 30th June 2012) will be considered against a list of set criteria which will be as follows:
 1. Children who have older siblings attending Pre-School.
 2. Children who live in Great Chesterford.
 3. Children who live in the following villages (in order of priority): (1) Little Chesterford, (2) Littlebury, (3) Littlebury Green (4) Catmere End and (5) Ickleton.
 4. Date of application
- Parents/carers will be informed of the decision in writing before 31st July of that year (e.g. applications to join Pre-school in the academic year covering 2013/14 made before 30th June 2012 will be replied to in writing by 31st July 2012).

- Applications made after this initial application cut-off date will be considered on a first come first served basis if there are places still available. In the event there are no places left, children may join a waiting list.
- Children will be offered a **maximum of 3 sessions** per week and a **minimum of 2.** (Please refer to the admissions policy section of this document (pg 3-5) for the full admissions policy.)

We ensure that all families joining the Pre-School are made aware of our Equal Opportunities Policy which is reviewed annually.

Employment

All vacancies will be advertised. The Pre-school will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.

Commitment to implementing the setting's Equal Opportunities Policy will form part of the job description for all workers.

Families

The Pre-school welcomes many types of family groups and will always offer support to all families.

The Pre-school offers a flexible payment system for families with differing means and offers information regarding sources of financial support.

The Pre-school ensures that all children can attend organised trips away from the setting, regardless of economic background.

Bilingual and multilingual children and adults are an asset to the whole group. They will be valued and their language recognised and respected in Pre-school. Parents will be encouraged to speak to children in their first language at home.

Festivals

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the Pre-school, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this:

- We aim to acknowledge all the festivals that are celebrated in our area and/or by the families involved in the Pre-school.
- Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.

- Before introducing a festival with which the adults in the Pre-school are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
- Children and families who celebrate home festivals with which the rest of the Pre-school is not familiar will be invited to share their festival with the rest of the group, if they themselves wish to do so.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the Pre-school will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our society.

Materials will be selected to help children to develop their self-respect and to respect people who differ from themselves by avoiding stereotypes and by using images and words that reflect positively the contribution of all members of society.

Special Needs

The Pre-school recognises that children have a wide range of needs, which differ from time to time. The group will make any necessary adjustments to the environment and resources to accommodate and meet the needs of people with special educational needs and disabilities.

Discriminatory Behaviour/Remarks

Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in the Pre-school.

Our response will aim to demonstrate support for the victim (s), to help those responsible to understand and overcome their prejudices and to make clear that such behaviour/remarks will not be tolerated.

Language

We will develop the means to ensure the full inclusion of families who speak languages in addition to English and basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible (translation services available from www.freetranslation.com).

If applicable information can be given to parents verbally or in a taped format.

Food

Working in partnership with parents, children's medical, cultural and dietary needs will be met. Parents will be requested to provide any relevant information on the initial registration forms.

Meetings

Meetings are arranged to ensure that all families who wish to may be involved in the running of the Pre-school.

Information about meetings is communicated in a variety of ways; written, verbal and in translation, as required, to ensure that all families have information about and access to the meetings.

Monitoring and Reviewing

We will monitor and review our policies and procedures annually, to ensure our strategies remain effective in meeting our overall aims to promote equality, inclusion and to value diversity.

Our Equal Opportunities Coordinators (ENCO's) are Karen Joyce (staff) and Kelly Osborne (Committee).

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Amended on(date)and(date)

Signed.....Position

Health & Hygiene – Policy and Practice

Our Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Health

Food

- All snacks provided will be nutritious and pay due attention to childrens particular dietary requirements.
- Children share a snack of fruit, vegetables and dried fruit. They are offered milk or water to drink.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the childrens understanding of a healthy diet.

Outdoor play

- Children will have the opportunity to play outside throughout the year (either in the pre-schools own outside play area or on regular outings to parks or other community play spaces).

Illness

- Parents are asked, via the prospectus, to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection. This will allow Pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell. *Parents are asked to ring the pre-school and let them know if child is unwell and not attending the session.*
- Parents are asked not to bring into the Pre-school any child who has been vomiting or had diarrhoea until 48 hours has elapsed since the last attack.
- If the children of Pre-school staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
- It is not our policy to administer prescribed medicine to children attending Pre-school.

- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Pre-schools insurance company. (In the case of Pre-schools insured with Royal & SunAlliance, this will not be through the insurance section at Pre-school Learning Alliance National Centre). If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- The Pre-school, will ensure that the first aid equipment is kept clean and replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- There will always be on the premises at least one qualified First Aider trained to administer first aid to children.

Information sources

- Parents will have the opportunity to discuss health issues with the Pre-school staff and will have access to information available to the Pre-school.
- The Pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

Personal Hygiene

- Hands washed after using the toilet and before handling food.
- Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected with an antibacterial spray according to manufacturers instructions. Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants and other clothing available in case of accidents, and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.

Food

The Pre-school will observe current legislation regarding food hygiene, registration and training.

Any specific religious and cultural practices relating to food preparation and washing will be respected and followed.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not to be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.

Guidelines on food handling and preparation will be followed. In particular:

- All food will be correctly and hygienically stored and prepared.
- Dairy produce will be stored in the fridge.
- Knives will be stored out of reach of children.
- Food will be prepared on special chopping boards used only for food preparation, which are washed before and after use.
- Food handling procedures will be revised annually or more frequently if necessary.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Student Placement Policy

We recognise that the quality and variety of work which goes on at a Pre-school makes it an ideal place for students from Early years training and qualifications as well as those on the diploma in Pre-school practise or Tutor Fieldworker courses.

In co-operation with educational providers, we welcome students into the Pre-school on the following conditions:

- The needs of children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-school.
- Students must be engaged in Bona Fide early years training which provide the necessary background understanding of children's developments and activities.
- Any information gained by the students about the children, families or other adults in Pre-school must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to the children.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

**The Chesterfords Pre-school
operates a no smoking policy
throughout the building and
grounds of this childcare
establishment.**

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Outings-Policy and Practice

Debbie Allard and Karen Benton are the nominated persons in charge of health and safety.

The safety of young children and staff is of paramount importance. In order to ensure the safety of both children and adults when away from the normal Pre-school environment the following practises and policies will be observed.

- All outings will be carefully planned and risk assessments carried out prior to the outing.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Full details will be given to all parents and parental consent will always be sought before taking any child out.
- A high adult to pupil rating of at least 1 adult: two children will be in place for all outings. At the park/tennis courts there will be a ratio of 1:4.
- Children with special needs will be carefully planned for.
- If a trip is being organised the trip will be carefully researched and, if appropriate, a visit made beforehand to plan effectively and review safety issues en route and at the venue.
- The supervisor or committee will check that all outing drivers have the appropriate insurance to cover business use and records of vehicles and drivers will be kept.
- Contracted drivers will not be left alone with children.
- No child will be left unattended in a vehicle.
- Safety belts will be worn and the person leading the trip will ensure they are all secured before a coach leaves.
- Maximum seating will not be exceeded.
- At least one fully charged mobile phone will be taken.
- A register will be taken at the start of the outing and headcount will then be taken after every stop.

- The leader of the event will take contact details for staff and children.
- Children will be divided into smaller groups. Each adult will have specific responsibility for a small number of children whose names will be on a list. Children will, if necessary, wear name badges.
- A first aid kit will be taken along with tissues, spare clothing, plastic bags and a bucket.
- Drinking water should always be available although it must not be consumed whilst travelling.
- Children will never be left unsupervised.
- Lost children: If a child is lost on an outing, members of staff should search for the lost child whilst maintaining the highest possible adult/child ratio for the remaining children. After fifteen minutes the police should be called and the parents informed.

Insurance

For all outings the supervisor/committee will check that they are fully insured through their policy with the Royal Sun Alliance in connection with the Pre-school Learning Alliance.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Uncollected Child Procedure

In the event of a child not being collected from Pre-school:-

1. A member of staff will ring the child's parent/carer. If there is no reply they will contact the emergency number on the child's record.
2. Another member of staff should keep the child occupied with a book or activity, keeping the situation calm.
3. If there is no response from the parent/carer or emergency number, staff should wait approximately one hour after closure (1.15pm) and then make contact with Social Services, asking for the Duty Officer. They should explain the problem and ask for guidance.
4. There must always be two members of staff present if the above situation arises.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Fire Evacuation Procedure for The Chesterfords Pre-school

In the event of a fire:

1. A member of staff should activate the Fire Alarm using the nearest break glass point.
2. The children should be gathered together and led out of the building by the nearest exit. All personal possessions should be left behind.
3. The supervisor will check the toilets, kitchen area and other rooms before leaving the building with the register.
4. Once out of the building the staff and children should assemble over by the garage where the register will be taken.
5. If a mobile phone is available call the Fire Service by dialling 999. Tell the operator that there is a fire at:

**The Community Centre
Newmarket Road
Great Chesterford
Saffron Walden
Essex
CB10 1NS**

6. No one must re-enter the building until the fire service have authorised that it is safe to do so.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Complaints Procedure

As a member of the Pre-school Learning Alliance we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedure should be used.

How to complain.

A parent who is uneasy about any aspect of the group's provision should first of all talk over any worries and anxieties with the supervisor.

If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing to the supervisor and Chair of the committee. **Any written complaints will be dealt with within 28 days.**

The next stage is to request a meeting with the supervisor or Chair of the management committee. Both parents and the supervisor should have a friend or partner present if required and an agreed written record of the discussion should be made.

Most complaints should be resolved informally at this stage.

If the matter is still not sorted out to the parents satisfaction, the parent should again contact the chair. At this point, if a parent and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved. Staff or volunteers within the Pre-school Learning Alliance will be available to act as mediator if both parties wish it.

The mediator will keep all discussion confidential. S/he will meet with the group if requested and will keep a written record of any meetings that are held and of any advice s/he has given.

If after this stage the matter is not sorted out to the parents satisfaction they can contact the registering authority at the address given below.

The role of the registering authority.

In some circumstances, it will be necessary to bring in the registering body, which has a duty to ensure laid down requirements are adhered to and with whom the Pre-school Learning Alliance works in partnership to encourage high standards. The registering authority would be involved if a child appeared at risk or where there seemed to be a possible breach of registration requirements. In these cases both parent and pre-school would be informed and the Pre-school Alliance field worker would work with the registering body to ensure a proper investigation of the complaint followed by the appropriate action.

The Registering Authority can be contacted at the following address:

**OFSTED
Building C
Cumberland Place
Park Row
Nottingham
NG1 6HJ**

**Tel: 08456 404040
Email: enquiries@ofsted.gov.uk
www.ofsted.gov.uk**

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Pre-school and parents that complaints should be taken seriously and dealt with fairly and in a way that respects confidentiality.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Special Needs – Policies and Procedures

Our Pre-school aims to have regard to the DfEE Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of Pre-school education. We aim to provide a welcome, and appropriate learning opportunities, for all children.

- Children with special needs, like all other children, are admitted to the Pre-school after consultation between parents, Pre-school leader and key-person.
- Our aim is to provide for the developmental needs of each child in the group.
- All children in the group, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all group activities.
- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- The needs and progress of children who have special educational needs are monitored by our group's special educational needs co-ordinator.
- Our key-person system ensures that each adult is especially responsible for, and close to, just five or six children, so each child receives plenty of adult time and attention.
- We work closely with the parents of all children in the group to ensure that –
 - group draws upon the the knowledge and expertise of parents in planning provision for the child.
 - the child's progress and achievements are shared and discussed with the parents on a regular basis.
 - parents know the identity of the group's special educational needs co-ordinator.
- Parents are aware of the arrangements for the admission and integration of children with special educational needs.
- If it is felt that a child's needs cannot be met in the Pre-school without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We work in liaison with relevant professionals and agencies outside the group to meet children's specific needs.

Our staff attend wherever possible in-service training on special needs arranged by the Pre-school Learning Alliance and other professional bodies.

This policy is accompanied by a list of procedures which show how the policy is implemented in the group. These will include:

- Jackie Jones and Karen Benton to be SENCO.
- Arrangements for the assessment of individual children
 - In first instance contact area SENCO Representative.
- Record keeping systems for children with special educational needs:
 - SEN Register.
 - SEN Observations.
- The way children with special needs will be offered a broad and balanced curriculum:
 - SEN Children will have an IEP set out for their own needs within the curriculum.
 - Support from learning Services Directorate – they will be placed on one of Essex Stages of assessment which will record your child's development, this is in line with Codes of Practice for children with SEN. To always work alongside parents/carers.
- The way resources within the budget will be allocated to special needs work:
 - Will be discussed with the area SENCO and local school. Also County Council & Learning Services Directorate.
- Links between the Pre-school and external support services, including the local authority and voluntary organisations, also county council & learning services directorate.
- Arrangements for reviewing policies and procedures relating to special needs:
 - Reviews will be carried out six monthly by committee & SENCO representatives.

This policy was adopted at a meeting of the Pre-school held on (date)

Amended on(date)

Signed.....Position

Unexpected Closure of Pre-school

In the event of a breakdown of essential services (e.g. heating failure, loss of water supply), severe weather conditions or where the Pre-school has to close due to an illness epidemic, procedure will be as follows.

- The final decision to close the Pre-school will be made between the Pre-school Manager and the Management Committee Chair.
- In the event of heavy snowfall prior to the Pre-school's scheduled opening time, parents should establish that the Pre-school is open before bringing their child. Parents can gain information by ringing the Pre-school mobile (**07530 636405**). A recorded message will be left before 8am on the day concerned.
- In the event of severe weather conditions, staff may be advised not to make the journey to Pre-school. The Pre-school will endeavour to have as many staff as possible at the Pre-school when this situation arises, however if the staffing level is insufficient the Pre-school will close.
- If weather conditions deteriorate or services breakdown during Pre-school hours parents may be asked to collect their child/children early. As far as possible, parents will be contacted by telephone and asked to collect their child/children. At least 2 members of staff will remain at Pre-school until all children have been collected.
- In the event of essential service breakdown or an illness epidemic, parents should ensure that the Pre-school has re-opened before bringing their child to Pre-school. Parents can gain information by ringing the Pre-school mobile (**07530 636405**). The Pre-school will endeavour to keep parents informed of the on-going situation.
- In the event of Pre-school closure there will be no refund of fees for up to 5 days. However the Management Committee reserves the right to use their discretion and will assess each situation as it arises.

This policy was adopted at a meeting of the Pre-school held on (date)

Signed on behalf of Pre-school.....

Position.....

Recruitment and CRB Policies

- We provide a staffing ratio in line with the Welfare requirements of the **Early Years Foundation Stage (EYFS)** to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.
- New staff are recruited through adverts. Advertisements for the job are placed on the Pre-schools notice board, on local notice boards, and if considered necessary, in the Job Centre and local newspapers. Location, hours, pay and job description / person specification are included in the advert as well as the requirement to undergo a CRB check.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. *Please refer to our **Equal Opportunities Policy (page 24-27)**.*
- All short listed applicants are invited to attend an interview consisting of at least one senior member of staff and one member of the parent Management Committee. Candidates will also be invited to informally join in and observe a typical Pre-school session as part of their interview process.
- **CRB checks** and references will always be made before a prospective employee is left in a position of responsibility (*see later for **CRB policies pg 43-45***).
- New employees are provided with job descriptions, confidentiality agreements and contracts that reflect the current nature of the post.
- All new positions are subject to a three months probationary period.
- All new staff will undergo an **Induction Procedure** and will be allocated a **mentor** during their first week of employment. The induction procedure includes going through a checklist, policies, procedures and contracts. The induction includes our **Safeguarding Children and Child Protection Policy** and all other policies and procedures will be introduced within the induction plan. All staff should be aware of our Disciplinary / Grievance Policy.
- Staff should give four weeks notice of termination of their employment and are asked to attend an Exit Interview.
- We notify Ofsted (08456 404040) of any changes to the setting management.

CRB Code of Practice

The Chesterfords Preschool is committed to the welfare and protection of children. As such the Chesterfords Preschool takes its responsibilities towards the welfare of children very seriously.

Criminal Records Bureau Policy Statement:

- **General Principal**

The Chesterfords Preschool undertakes Criminal Records Bureau (CRB) Disclosures to help assess the suitability of persons working with children. The Chesterfords Preschool complies fully with the CRB Code of Practice regarding the correct Handling, Use, Storage, Retention and Disposal of Disclosures and Disclosure Information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation.

- **Storage and Access**

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

- **Handling**

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. The Chesterfords Preschool maintains a record of all those to whom Disclosure or Disclosure Information has been revealed.

- **Usage**

Disclosure information is only used for the specific purpose for which it was requested.

- **Retention**

Once a decision has been made, the Chesterfords Preschool does not keep the Disclosure information for longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep the Disclosure information for longer than six months, the Chesterfords Preschool will consult with the CRB about this and will give full consideration to any Data Protection and any other relevant legislation implications.

- **Disposal**

Once the retention period has elapsed, then Chesterfords Preschool will ensure that any Disclosure information is immediately destroyed by secure means. However notwithstanding the above, the Chesterfords Preschool may keep a record of the date of issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the

Disclosure was requested, the unique reference number and details of any decisions taken.

Policy Statement on the Recruitment of Ex-offenders:

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Chesterfords Preschool complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- The Chesterfords Preschool is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- As a Disclosure forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within The Chesterfords Preschool and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- It will be made clear to applicants for posts within the Pre-school that the position is Exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- We ensure that all those in The Chesterfords Preschool who are involved in the recruitment process seek guidance and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar anyone from working with us.

This will depend on the nature of the position and the circumstances and background of the offences.

This policy was adopted at a meeting of the Pre-school held on (date)

Amended on(date) and.....(date)

Signed.....Position