



Policy for Adults in the Setting

PLEASE NOTE THE FOLLOWING:

This is also useful information for students, volunteer helpers and visitors. Your nearest **first aid box** is under the **kitchen worktop**.

Emergency instructions and procedures are displayed on the red door leading to the garden in the main room.

In an **evacuation** you will exit by the door leading into the garden unless otherwise instructed.

Role of the Adult

It is the responsibility of all adults working with the children to provide a secure, caring and safe environment, one in which children are both stimulated and at ease. Adults must be sensitive to the needs of the children and in their interactions with them. Adults also need to consider the needs of other adults in the setting, the wishes of parents and the ethos of the pre-school.

Labelling

Children's work needs to be labelled with the child's name on the top left hand corner if possible. Names need to be written with capital letter first, followed by lower case letters. Surnames may be necessary. Please use a list to check correct spelling of names.

Counting

When counting objects with children always count from the child's left to right. This is to promote and develop an awareness that English print runs from the top of the page and from left to right.

Feedback to parents

As staff please feel free to answer parent's questions about their children. Refer to supervisor if at all concerned. Other adults refer parent's questions to the supervisor.

Equal opportunities

All adults must work with regard to the setting's equal opportunities policy at all times. Because it is the adults' attitudes and input that counts, it is vital that all act as positive role models, modelling expected, desirable behaviour.

1



07891 526 469



enquiry@moultonpre-school.org.uk

Smoking

There is a no smoking policy in operation within the group for all adults.

Alcohol/drugs

There is a no alcohol/drugs policy in operation within the group for all adults.

Safeguarding of Children

If any member of staff suspects a child to be abused or neglected, it must be reported to the local Child Protection Unit. Generally, this follows discussion with colleagues, on a need to know basis only. Contact with the unit is through the supervisor.

A booklet called, What To Do If You're Worried A Child Is Being Abused, is available.

Social Services Tel: 01606275099

* Staff in the main areas.

There must always be at least two DBS checked, full members of staff with the children. This does not include staff on one to one support duties. Parents, some students and volunteers will not be left responsible for children and will be supervised at all times. They will not see to children's personal hygiene needs. Parents and volunteers are not able to prepare any foods. [They may take part in baking etc.. which will be closely supervised]. To enable us to use the space available to the maximum it would be inappropriate for younger siblings to accompany any volunteer helpers. Special care must be taken when assisting children in the toilet areas.

* explain in person our routines under this heading.

Visitors to the group.

Staff opening the door to visitors must use caution to establish the identity of the visitor. Access will only be given if staff are comfortable with the identity of the visitor and the reason for visiting. Visitors will always be supervised throughout their visit. All visitors are required to sign the visitor's book and are marked in the register on both arrival and departure.

Health, Hygiene and Safety

First Aid

The first aid box is kept on the kitchen worktop during preschool sessions, please familiarise yourself with it. We are allowed to use water, plasters (with parental consent) and a cuddle. NO CREAMS, COTTON WOOL are allowed. Anything more serious must be referred to the parent without delay.

POLICY FOR ADULTS IN THE SETTING

All accidents / incidents must be entered into the accident/incident book immediately and the supervisor informed. Relevant columns must be completed and a parent's / carer's signature must be obtained. Medicines will only be given if prescribed by the child's doctor for a specific condition, i.e. diabetics, multiple Sclerosis, not general illness such as tonsillitis when the child should be kept at home until the course of medicine has finished. **Please remember a healthy child does not need calpol.** Medicines should be clearly labelled with the child's name and with precise instructions about dosage.

The parent must have completed a medication permission form. A record of the medicine, dosage and when it has been given must be made in the accident book. Children with eczema may have cream applied that has not been prescribed, but it must be brought in by the parent/carer, with full instructions, signed by the parent. Staff must agree the instructions and enter details of each application into the medication book. The parent will be asked to sign this book at the end of each session, following application.

Homely remedies cannot be given e.g... Witch Hazel, Antiseptic cream, Calpol, Cough medicine, Bongela etc. Please remember the strictest hygiene routines are always necessary! Particularly after toileting, nose blowing and before handling food. When preparing snacks disposable aprons and gloves are available.

Single use, disposable gloves and aprons are provided for the use of staff when dealing with health and safety issues.

Please read our Health, Hygiene and Safety Policy for more detailed information.

Fire/emergency drill

Drills take place regularly, and are noted in the register. It is paramount that you are familiar with the procedure. Copies of the fire/emergency drill are located around the building, as well as being included in your staff welcome pack. Fire exits must be kept clear of children's buggies, equipment and furniture at all times.

Kitchen

Children are not allowed in the kitchen during a normal session. The kitchen door must not be left open. If staff are not in the kitchen, the door must be closed. Hot drinks must not be brought into the main room, or left within reach of the children on the work top; they must remain on the kitchen hatch.

Potentially hazardous items

Items found on a child such as chewing gum, sweets, rubber bands, money, dummies etc. are taken away for safe keeping and returned to the parent at the end of the session.

Water activities

Staff must always be vigilant when water activities are available. The water tray must be emptied at the earliest opportunity.

Health and Hygiene

Hygiene

Please remember the strictest hygiene routines are always necessary, particularly after toileting and before handling food. Single use, disposable gloves and aprons are provided for the use of staff.

Cleaning

Staff are responsible for maintaining a clean, safe and hygienic environment, both inside and outside the building. Tables, floors, bins, sinks and toilets are cleaned regularly and as necessary during sessions, using colour coded cloths and appropriate cleaning products. Items used in cleaning procedures must never be left unattended or within reach of children. At the end of each session, used fabric aprons, cloths and towels must be bagged up for washing.

Food preparation

When preparing snacks, a clean, disposable apron must be worn and hair tied back (if appropriate.) Food preparation boards must be used. Newly washed and dried cups must not be stacked, but stored loosely in the cupboard (to prevent staleness). All food which is given to the children for morning snack must be prepared in the kitchen. All staff hold a valid food hygiene certificate for food.

Lunch times with children

Staff are expected to sit with children at lunch times and socialise with children throughout this experience. Staff offer children support when necessary and are role models for our 'Healthy Eating' ethos. Staff take turns at agreed times to take a break away from the children and enjoy their hot drink.

Toileting arrangements

Staff who have been DBS checked will sometimes be required to toilet children and assist those who have an 'accident'. Single use disposable gloves and aprons are available and should be worn. Staff are expected to change children as necessary, replacing wet/ soiled clothing with dry/ clean clothing.

Behaviour and Discipline

Overall, the supervisor is responsible for behaviour management issues. All staff are responsible for day to day behaviour issues. Please refer to behaviour policy. Under no circumstances are physical or emotional punishments acceptable. It is important that all adults understand what constitutes physical punishment, e.g. shaking, smacking, pushing and pulling etc. and emotional punishment e.g. teasing, verbal abuse, bullying etc.

Alternatives must be considered:

- Withdrawing children or adults from the situation.
- Distraction and re-directing the child's attention.
- Making the environment as safe as possible to avoid a child causing injury to; themselves or other children or adults.



Physical intervention

If physical intervention is appropriate [e.g. preventing an accident, injury or damage] it must be achieved with minimum force and for the minimum time possible.

Mobile phones

Staff are responsible for regularly checking the credit status of the mobile phone used by the setting. This is checked on Fridays by calling 453. They should also monitor battery levels and recharge the phone as necessary.

Adult personal possessions, including mobile phones and medication, with the exception of inhalers, are kept in the air lock room out of reach of others, children and visitors? If space is very limited these items may be contained in a secure bag hung from the internal door and remaining out of reach of others.

In an exceptional circumstance only Staff may receive an incoming call on their own phone. This must always be agreed with the supervisor and the phone must be placed in the kitchen where it is visible by all. Once the call has been taken, the phone must be stored as described above.

We request that staff key the following emergency numbers into their mobiles:

Police: 01606 48000

Group Mobile: 07891526469

Under no circumstances are staff to take photographs using a photo facility on their mobile phone.

Reminder to all - Confidentiality

Details concerning children, conversations held, photographs taken and other pre-school matters must remain confidential and must not be discussed/used in front of students or visitors etc. or outside of the setting.

Consent must be sought for the use of all images. Confidentiality must continue when any pre-school paperwork [including children's development records] need to be taken home. **It is considered extremely inappropriate to discuss any pre-school matter through the use of 'social network' sites. This type of behaviour breaks confidentiality and is a dismissal offence.**

Policies

Adults must agree to abide by all current 'Moulton Pre-school' policies.

Identity

Staff need to wear name badges and introduce themselves to parents.

Personal responsibility

All adults are reminded that they are responsible for maintaining high standards of personal hygiene, behaviour and language whilst in the setting. They must always wear their pre-school uniform and plain, dark trousers. They must do all they can to maintain a stimulating, autonomous environment for children, whilst showing sensitivity to the needs of individuals.

Training and staff meetings

Staff are expected to take up suitable training as opportunities arise. They are also required to attend staff meetings held outside session times. Reasonable notice will be given.

Extracted from Recruitment Policy

Expectations of staff

Punctuality: sessions are 3 hours long for children, however staff are expected to arrive at 8.00am / 12.00pm and to remain at the setting until 12.00pm / 4pm. However, in very exceptional circumstances this may be extended, e.g. if a child remains uncollected.

Dress code: staff are expected to wear the uniform provided, with black or navy trousers. This should always be worn on trips out and on training. With regard to health and safety, suitable, flat footwear must be worn; jewellery should be minimal and simple in style. Staff should always bring outdoor clothing [and footwear] to suit the weather conditions ~ we plan outdoor activities in all weathers.

Attendance at meetings / training: all staff are expected to attend meetings and training when required. Reasonable notice will be given.

Level of performance: staff are expected to work to our high standards, to the best of their ability at all times. Performance is monitored through observations and a programme of staff appraisals.

Pre-school routines

Planning and timetable for session: staff should familiarise themselves with planning, and are expected to become actively involved in making suggestions, preparation and evaluation. [Sample planning and timetables available].

Observing and record keeping: staff are expected to make observations on children and sometimes on other members of staff. It is the responsibility of staff to maintain and update records as appropriate and record children's progress.

Staff records: information held on staff and copies of training certificates are kept in the lockable filing cabinet.

Children's' Learning Journeys: all staff are expected to update the Learning Journeys issued to them, at least once each half term.

POLICY FOR ADULTS IN THE SETTING

Duties of specific members of staff: as needs arise, different members of staff take responsibility for specific duties e.g. fundraising, management of risk assessment, petty cash purchases, ordering new stock, and changing the display table.

Staff are required to share their key children's Learning Journeys with the children's parents at pre-arranged parents' evenings. Which usually take place once a year unless there is reason to meet the parents more often when further arrangements will be made.

