

The Little Ark Preschool



**Policies
and
Procedures**

The Little Ark
Preschool

We are registered and inspected by Ofsted.

Our Unique Reference Number is EY391487

Ofsted contact details are as follows:

National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Email enquiries@ofsted.gov.uk www.ofsted.gov.uk

Telephone No: 0300 123 1231

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List of Polices & Procedures

Page	Title
3	List of policies and procedures
4	Accident policy
5	Administering medicine policy
6	Admissions policy
7	Behaviour and sanctions policy
8	Camera and images of children policy
9	Clothing and jewellery guidelines
10	Complaints/concerns procedure
11	Confidential policy
12	Equality and diversity policy
13-14	Fees and late payment procedure
15-16	Fire drill, evacuation & lockdown procedure
17	First aid procedure
18	Food hygiene guidelines
19	Food policy (<i>see</i> Allergens letter P56)
20	Garden policy
21	Health and illness policy
22	Keyperson policy
23	Lost and uncollected child policy
24	Lunchtime procedure
25	Mobile phone procedure
26	Online safety policy
27	Outing procedure
28	Packed lunch policy
29-32	Parental consent & contract policy
32a	Additional Infectious Diseases & Illnesses Information COVID 19
33-34	Parents as partner's policy
35-39	Privacy Notice for The Little Ark
40	Protection of children at changeover time procedure
41-44	Safeguarding children policy
45-48	Safeguarding children procedure
49-50	Special educational needs and inclusion policy
51	Staffing and employment policy
52	Sunscreen policy
53	Tapestry policy
54	Toileting procedure
55	Transition policy
56	Letter to parents regarding Food Standards Agency - Allergens

The Little Ark Preschool
Accident Policy

CHILDREN

- All accidents to children will be dealt with quickly and with care and consideration.
- Ideally the staff member witnessing the accident will assist the child and record details and pass to Manager and the parent/carer is given notification of this on 'Tapestry - Care Diary' a paper copy is kept on file.
- All head injuries are recorded on Tapestry and a paper copy given to parents with an advice slip about head injury on collection. If we are concerned about any injuries parents will be called to take their child to their GP or we would ring for an Ambulance if we judge the trauma to need hospital treatment. Each case will be dealt with accordingly.
- With head injuries we will always apply a cold pack or cold compress to the affected area to reduce swelling.
- If the skin is broken staff will clean the affected area and may apply a hypoallergenic plaster or bandage to stem blood flow if appropriate.
- If staff are concerned about a child's wellbeing after any accident or injury we will call the parent/carer.
- With all serious accidents or major incidents we would call for emergency assistance. We would also notify RIDDOR and Ofsted.
- If a child comes into the setting with a pre-existing injury this is written down and recorded in the Pre-Existing Injury book and signed by the parent (children accident records will be retained from child's D.O.B. + 25 years)

ADULTS

- An Adult Accident Report must be completed with details of the accident and treatment given (adult accident records will be retained for 7 years) and a copy given to them.

The Little Ark Preschool
Administering Medicine Policy

- The Little Ark will only administer prescribed medication such as antibiotics/piridon, asthma pump, epi pen or diabetes medication. Over the counter medication will not be given. In many cases if the child has been prescribed antibiotics and some other medication, it should be questioned as to whether they are well enough to attend.
- The Little Ark will ensure that written permission is obtained from parents/guardians before any medication is given.
- The Little Ark will keep written records of all prescribed medicine administered whilst the children are in our care. The staff must sign the record when they have administered the medicine to the child and state the time given (this information will be retained from child's D.O.B. + 25 years)
- If we are aware that a child has come into the setting and has been given medication at home before they come in e.g. paracetamol, antibiotics, then a form will be filled out and signed by parent/carer so we can keep an eye out for any reactions they may have.
- The Little Ark will insist that parents must provide any details of any changes to the prescription/dosage or any support that is required for their child's needs. Prescribed medicines must be in their original container and clearly labelled with the child's name, dosage required and full name of medicine. It is the parent's responsibility to ensure that medication supplied is within use by date. Medication held in the Preschool will be checked every 6 months.
- If the administration of prescription medicines requires technical/medical knowledge (e.g. epi-pen, non-oral medication) then individual training will be provided for staff from a qualified health professional. The training will be specific to the individual child concerned. Paediatric First Aid Training that is given to all staff includes Adrenaline Auto Injector training e.g. Epi-pen.
- Medicines will be kept in the office in named containers or the fridge if required.
- Staff are required to keep any personal medication they carry in a secure place which is inaccessible to any children. If staff are taking medication which may have an impact on their capability, they should inform the Manager.
- For children with severe and complex medical conditions a care plan will be drawn up with parents/carers /healthcare professionals where appropriate and this will be agreed and signed by the parents.
- Medical records will be kept secure in accordance with the Data Protection Act 1998 and GDPR. They are readily accessible and made aware to all staff caring for the child.

The Little Ark Preschool
Admissions Policy

The preschool is accessible to children and families from all sections of the local community.

We will ensure that no accidental discrimination occurs. All children regardless of gender, ethnic background, special educational needs, disabilities, background or religion will be welcomed depending on session availability, taking into account our order of session allocation (listed below).

We will ensure that the preschool is advertised in places accessible to all sections of the community.

Order of Session Allocation - this will be organised as follows:-

- priority will be given to children already attending the setting
- then to any siblings of these children
- children eligible for Free For 2 funding
- to new children taking into account date placed on waiting list. Sessions will be given to those children old enough to start first

Wherever possible we will keep a few sessions available from September through to January to accommodate children reaching 2½ during this period. This will ensure that we best meet the needs of parents with younger children and will help towards our long term sustainability.

We will be flexible with chosen sessions to accommodate the needs of individuals and families where possible depending on availability taking into account the parents eligibility for 30hours Free Early Education Funding.

PLEASE NOTE that although the Preschool is on The John Wesley CEMP School site, we do not feed into the school, the school admission policy clearly defines their own admission criteria.

The Little Ark Preschool
Behaviour and Sanctions Policy for children

- The Manager will be responsible for behaviour management and will provide guidance to other staff and access expert external advice if required.
- Under no circumstances will physical punishment be given (i.e. smacked or shaken in any way). If a child becomes a danger to themselves, their peers or staff they may be physically restrained and removed from the situation and their parents would be informed. If a child needs to be physically restrained details of this will be recorded in our incident book.
- Our policy is to promote positive rather than negative behaviour by giving praise and encouragement.
- When negative behaviour occurs, children will be given time to talk about the incident and encouraged to apologise if appropriate. Staff will explain why the behaviour was unacceptable. If the unwanted behaviour continues a child may be sat on a "thinking chair" to reflect on the behaviour with the support of a member of staff, this should be no longer than a minute for each year of age (e.g. age 3 would be 3 minutes). If a child has spent time on the "thinking chair" the parents will be informed of the circumstances at the end of the session.
- If a child persists in negative behaviour this will be discussed fully with the parent or guardian in order that we can work together to improve behaviour.
- If despite working with parents to resolve inappropriate behaviour we feel that the other children in the setting are at risk we reserve the right to exclude a child.
- If applicable due to individual needs outside help from professionals will be sought.
- A Targeted Plan may be completed with the Keyperson/Manager to provide additional support for your child

The Little Ark Preschool
Cameras and Images of Children Policy

The aim of this policy is to ensure that we can use photographs of children to be able to share their time at preschool on display boards and in Learning Journals/Tapestry securely.

Also, to give parents the opportunity to film/photograph events to document their memories safely.

How this will be achieved:-

- Staff have shared access to Kindle Fire to record their key child's progress, these remain at the setting at all times, they are checked in and signed off at the end of each day. Images will be checked and released onto the Tapestry system by the Manager. The kindles are kept locked away at the end of the day.
- We use a general setting camera to take photos throughout the sessions to be displayed on our digital photo screen. These do not go anywhere else and photos are deleted at the end of the day.
- Staff are not allowed to use any personal equipment to photograph or film in the setting, all mobile phones etc remain in the staffroom at all times and in a locked box which the staff have access to at lunchtime and end of day.
- Parents sign as part of their contract to confirm that they will not use their mobile phones in the Setting and other Visitors have this explained to them verbally. Parents sign an Image agreement to authorise their child's images on Tapestry, to agree to appearing in other images used within the setting and not to share images on Social Media.
- Parents can take pictures and recordings at events e.g. Christmas Show but we obtain their agreement that any images/recordings are for private use only and will be not "posted or shared" on any social network sites (Data Protection Act 1998).
- If outside Professional Photographers are used we will ensure they have up-to-date DBS Checks, comply with requirements set out in the Data Protection Act 1998 and GDPR and inform parents of their storage/processing of photograph procedures.
- If a child's image appears in a local press article, other publicity material or within the setting then their full name will not appear alongside their photograph. Parental consent is always obtained before allowing a child's photograph to be used with their name.

To be read in conjunction with Using Images of children consent form.

Updated June 2021

The Little Ark Preschool
Clothing and Jewellery Guidelines

Staff and Volunteers

- We recommend that you wear comfortable clothing that allows you to move freely, please bear in mind that you may be bending and sitting on the floor.
- Although we purchase washable paints, these do not always wash out. We suggest that you do not wear expensive clothing that could be damaged by paint or glue.
- All staff are provided with a tabard to protect their clothing, please ensure that these are worn and regularly laundered.
- Please wear sensible footwear that allows you to move quickly, indoors it is preferred that you wear slippers.
- Jewellery should be simple, earrings and necklaces may be caught on or by the children, please bear this in mind with long necklaces and dangling or hooped earrings. Please be aware that rings can be sharp.

Children

- We recommend that children wear comfortable clothing that allows them to move freely. Please try and avoid long flowing clothing as this can become tangled in bikes etc and can be a tripping hazard on the slide/climbing apparatus.
- Although we purchase washable paints, these do not always wash out. We suggest that children do not wear expensive clothing that could be damaged by paint or glue.
- Children are encouraged to wear aprons when using paint, glue and during water play.
- Children should wear sensible footwear to allow them to run, climb and move easily, flip flops cause several accidents each Summer as the children trip and catch them. Children will not be allowed to use some apparatus for their own protection if their footwear is not suitable. Shoes **without** laces are preferable to help children become more independent in helping to put their own shoes on.
- We would prefer them to change into appropriate footwear for indoor play e.g. slippers, plimsolls etc.
- We access the outside every day and ask that parents provide suitable outdoor clothing according to the weather. Please provide your child with a pair of wellies, we have a few spare welly boots available if necessary.
- Jewellery should be kept very simple. Long necklaces are often broken and children remove jewellery during the day and lose it. Earrings should be simple studs as it is very easy for them to catch. If you choose for your child to wear hooped or dangly earrings or bring in valuables, you do so entirely at your own risk.

Updated June 2021

The Little Ark Preschool - URN EY391487
Complaints and Concerns Procedure

1. If any parent has a complaint or concern about the care and facilities of The Little Ark please inform a member of staff.
2. If for any reason a parent wishes not to speak to a member of staff then they should put their complaint in writing to:

Mrs Nicola Wright, The Little Ark, Wesley School Road, Ashford, Kent, TN23 5LW

Or alternatively they can contact the Chairperson of the committee:

Mrs P G Spragg, C/o John Wesley CEMP School or email: littleark@john-wesley.org.uk

3. We will investigate all written complaints and notify complainants of the outcome of the investigation within 28 days of having received the complaint. Concerns raised will be investigated and discussed with parents face to face where possible.
4. All complaints will be kept for at least 3 years.
5. We will provide Ofsted on request with a written record of all complaints made during any specified period and the action which was taken as a result of each complainant.
6. An anonymous record of complaints is available to parents should they wish to view it.
7. A confidential record of complaints is kept for the Management Committee.
8. For any enquiries, please do not hesitate to contact any member of staff.
9. If unsatisfied with the above procedure please contact:

National Business Unit, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD
Email: enquiries@ofsted.gov.uk Telephone: 0300 123 1231

The Little Ark Preschool Confidentiality Policy

We intend to respect the privacy of children and their parents and carers, while ensuring they have access to a high quality Preschool education.

Parents will have ready access to their children's files and records, but not personal information about other children.

Staff will not discuss personal information given by parents with other staff except where it affects planning for a child's needs, staff induction will include awareness of confidentiality. Staff are made aware of the need for caution when using Social Networking Sites, staff are advised not to name their place of work on their profile and work must not be discussed on social sites in any context and if it is staff could face disciplinary action because of confidentiality breaches.

Staff should not accept "friendship requests" on social media from parents unless they were friends before their children attended. (Refer to our "Online Safety Policy")

Personal information about children, families and staff is kept securely in a lockable file whilst remaining accessible.

Issues to do with staff employment whether paid or unpaid remain confidential to the people directly involved with personnel decisions.

All students and volunteers will be made aware of our confidentiality policy and required to respect it.

All of the above reinforce our commitment to the safety and well-being of the child - please refer to our child protection policy.

We are registered with the Information Commissioners Office our Registration Number is Z1837970. This enables us to hold data in relation to the Data Protection Act 1998 and GDPR.

- Updated June 2021

- **The Little Ark Preschool**
- **Equality and Diversity Policy**

- We believe that all children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender (including transgender) or ability should have the opportunity to experience a challenging and enjoyable programme of learning and development.
- We aim to provide a secure environment in which all our children can flourish and in which all contributions are valued.

The legal framework for this policy is in relation to:

- The Equality Act 2010
- The Children's Act 1989
- The Special Education Needs and Disability Act 2001

Methods of meeting our policy:

Admissions - to advertise widely, to provide information in clear, concise language spoken or written and to provide this in other languages as needed.

We will not discriminate against any child or family. We will work with the parents/carers and outside agencies to provide the best opportunity that we can. We will ensure that our activities can be accessed successfully by people with disabilities (please refer to the Special Needs and Inclusion Policy for more information).

Employment - Posts will be advertised and all applicants judged fairly, the applicant best meeting the criteria will be offered the post, subject to references and checks by the DBS.

Curriculum - Our curriculum encourages children to develop positive attitudes to people who are different from themselves. It ensures that children have equality of access to learning. We will select resources that reflect a wide range of communities and avoid stereotypical or derogatory images. We will celebrate a wide range of festivals and create an environment of mutual respect and tolerance.

We will help children understand that discriminatory remarks and behaviour are unacceptable and promote British Values and Prevent Duty (The Counter Terrorism and Security Act 2015)

The Little Ark Preschool
Fees and Late Payment Procedure

At our Preschool we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

FEES: Fees are payable termly, in accordance with the rates in force at the time. Fees are reviewed annually, in April for September of each year. Any changes to current rates will be advised in writing, at least one term in advance.

Full Day	£34.00 from Sept 2021
Morning Session	£17.00 from Sept 2021
Afternoon Session	£17.00 from Sept 2021
Lunch Session	£ N/A

ILLNESS/ABSENCE: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

CLOSURES: Should the Preschool be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. (this is any session after the first five sessions allocated for each week - see Contract and FEE Parental Declaration Form). Should closure need to take place part way through a session, a refund will not be given in this instance.

LATE PICK UP: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15minutes of the session/day end, a late collection fee of £25.00 will be charged, and a further £25.00 per every half hour thereafter.

LATE PAYMENTS: Fees are to be paid within 2 weeks of the given date on the invoice. If this is not possible please speak, in confidence, to the Manager or Office Manager so that alternative payment arrangements can be agreed. If without negotiation, fees are not settled by the end of that term, we will be left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

PAYMENT METHODS: Invoices can be settled by cash, cheques, bank transfer or Government Tax Free Childcare Schemes.

Updated June 2021

The Little Ark Preschool
Fees and Late Payment Procedure

FREE EARLY EDUCATION (FEE): The following information details how your child can access their FEE hours at this Preschool.

FEE and ADDITIONAL FEES: All children become eligible for Free Early Education the term after they become 3. Some 2 year olds may also be eligible for funding. Parents/carers are asked to check with the Manager or Office Manager to find out if their child qualifies.

A child is eligible for FEE at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 st April and 31 st August	Start of term 1, in September, following their 2 nd /3 rd birthday
1 st September and 31 st December	Start of term 3, in January, following their 2 nd /3 rd birthday
1 st January and 31 st March	Start of term 5, in April, following their 2 nd /3 rd birthday

FEE OVER 38 WEEKS.

Every 3-4yr old child is eligible for up to 15 hours Universal FEE Funding per week

30 hours FEE:- some families will be eligible for an additional 15 hours of Extended FEE (criteria and further information is available on www.childcarechoices.gov.uk)

For all 2, 3 and 4 year old children accessing their 15 hours FEE hours only, the following session pattern is: Monday to Friday 8.45am-11.45, 11.45-2.45pm or 8.45am-2.45pm (All Day = 2 sessions). The first 5 sessions allocated in each week will make up the child's personal funding pattern.

Children attending non-funded days/sessions in addition to their FEE will be charged at our current rates as shown in the table on page 1. You will be invoiced termly, and the invoice will show how many free hours/sessions your child is receiving in that period and what the additional charges are.

Please note that the FEE can be split between 2 providers.

DEPOSIT FOR NEW STARTERS

We ask for a £50.00 deposit upon acceptance of their place (deducted from the first invoice) or refunded at the end of the first term or for 30hour Funded Children refunds will be made during Term 6 (June/July). A deposit is NOT required for children who are **only** accessing Free for Two Free Early Education Funding.

Updated June 2021

The Little Ark Preschool
Fire Drill, Evacuation and Lockdown Procedure

The school caretaker will prearrange a time with the school headteacher for a fire drill on a regular basis. He will activate the fire alarm.

If we are moving around the main school i.e. hall or library etc we will hear a loud siren.

- The children will be asked to stop what they are doing.
- Do not worry if the children have not got shoes, etc, just line them up by the back door to the preschool, staff will check all areas for children.
- All staff will accompany the children to the mobiles playground (or other safe area) via the back doors if safe to do so.
- The Manager must collect the whiteboard register if safe to do so. The children are counted out of the setting and continue walking to the safe area. On counting the children and staff, if the number on the whiteboard doesn't match the register a member of staff will check the preschool if this is deemed safe.
- Once in the playground the Manager will count the number of children again and check all staff are present (if the numbers do not tally the register will be called if available).
- Stay in the playground until the caretaker or headteacher has cleared us to return to the building.

The fire extinguishers are checked yearly by an outside agency. The date is recorded on them and they are replaced as and when necessary.

The building has smoke detection equipment.

Threat of Explosion to Main Building

In the event that the emergency is likely to affect the main building such as a gas leak or bomb threat, we would follow the above evacuation procedure but assemble by the netball courts away from the building.

The Little Ark Preschool
Fire Drill, Evacuation and Lockdown Procedure

This lockdown procedure is to be used in the event of a major situation affecting the preschool staff and/or children from an outside threat.

- Whistle will be blown.
- Activate the panic button.
- All staff and children proceed to far end of setting and sit under tables.
- All doors to be closed, locked and blinds pulled down.
- Contact emergency services on 999 and School Office on 100 if possible, collect medical box and mobile phone - if safe to do so.
- Tally the number of children to the number written on door, get register if safe to do so.
- Staff to comfort and reassure the children.
- Remain in room until the all-clear has been given by the Police or Headteacher.

Be aware you may be in lockdown for some time.

After the event

- Depending on the severity of the situation, explain to parents, reassure them that their children are safe and work with the emergency services for follow up/debriefing.
- Notify Ofsted

The Little Ark Preschool
First Aid Procedure

The First Aid Box is kept in the staff room hanging on the wall to the left of the window and is checked every three months to check expiration dates and to reorder where necessary.

In case of emergency contact 999 or 112.

If more assistance is needed contact the school office (100) for back up.

First Aid Certificates are held by:

Nicola Wright	(Exp 02/23)
Jo McKee	(Exp 02/22)
Maria Longmore	(Exp 6/21)
Jackie Jeffrey	Exp 6/23)
Caroline Rae	(Exp 3/24)
Lucy Baker	(Exp 10/21)
Lisa Oliphant	(Exp 10/21)
Andrea Jacobs	(Exp 11/21)
Leonie DeHara	(Exp 11/21)
Sam Thompson	(Exp 11/21)
Alicia Barford-Higginson	(Exp 3/24)

The Little Ark Preschool
Food Hygiene Guidelines

- Ensure the fridge is kept clean and any spoilt food thrown away.
- Check the fridge thermometer daily before preparing snack, must be between 1°C and 4°C (definitely below 8C).
- Clean all surfaces to be used for food preparation and serving area with Dettol spray or equivalent.
- Wash your hands thoroughly before preparing or serving snack ensure that any cuts or burns are covered with a blue/purple plaster.
- Encourage the children to wash their hands using soap, help where necessary.
- All chilled food is to be stored in the fridge on delivery until immediately before use. Check use by dates on any foods you are preparing before using them, throw away any past their date.
- Fruit and vegetables are washed before use.
- Supervise the children to prevent them from putting food back into the bowls for others, and to make sure they do not lick the knives.
- Ensure that any spillages of food and drink must be cleared up straight away.
- Be aware of allergies and food preferences on allergy list adjacent to snack area.
- Children must not leave the table until their mouth is empty (to reduce the risk of choking).
- All food utensils are to be washed with hot soap and water or dishwasher after use.
- Write fridge temperature on sheet Mondays weekly.

The Little Ark PreSchool Food Policy

All children will be offered a Healthy Snack every morning and afternoon, occasionally parents may bring in a birthday cake which will be shared with the children and we often make smoothies, shakes, fruit kebabs and hot chocolate as part of curriculum based activities. We also do food tasting as an activity including foods from around the world.

Allergies - an up to date list of children's allergies and preferences is displayed in the office and adjacent to the snack area, due to the school having a no peanut policy we have adopted this into our own. In line with legislation possible allergens are highlighted on our snack menu and displayed if other foods are provided.

During snack time the children are encouraged to be involved with snack by preparing the food beforehand. They then sit at the table together and they are not to leave the table whilst they have food in their mouths. Snacktime is a very important part of the day because of the opportunities to try new foods, speak with friends and develop independence, a staff member will supervise this time and encourage conversation and self-help. All areas of development are encouraged but the main focus will include PSE sharing, turn taking and encouragement of good manners and mathematics.

Children staying all day or starting at 11.45 will eat their packed lunch provided by their parents in the setting at lunchtime after washing their hands.

Packed lunches - we will return any uneaten food so that parents can see what their child has eaten. At enrolment parents are requested to provide a healthy packed lunch with no sweets and fizzy drinks, they are also advised that we do not have refrigeration for packed lunches so a cool pack needs to be used.

As well as routine drink and snack times we have a low level sink with cups and fresh water where the children can help themselves to a drink at any time of the day.

We will notify Ofsted of any food poisoning affecting two or more children looked after on the premises.

We will ensure that at least one member of staff during each session has received appropriate Food Safety training and all staff will be made aware of requirements in relation to food safety at induction and at regular staff meetings (see our Food Hygiene Guidelines displayed in the kitchen as a reminder to all staff).

Please see letter to parents page 56 regarding information from the Food Standards Agency.

The Little Ark Preschool
Garden Policy

We feel that children should have the choice to spend time outdoors whatever the weather.

The Early Years Foundation Stage / Development Matters curriculum is devised so that all areas of learning can be covered both inside and outside

Our children will have access to the garden area daily in all weathers, including snow and rain, we need parents to provide suitable clothing for the conditions (please supply your child with wellington boots if possible).

We will allow the children to access messy play, digging, using sand and water, paints and various natural resources. We ask you as parents to support us in this and allow your children to be involved in all aspects of outdoor play without the worry that they may be told off for being dirty or wet.

The children will be supervised at all times in the outside area and will have the opportunity to take physical challenges climbing and balancing and take risks.

Recent research has shown that children today are more sedentary and we aim to encourage them to be more active and experiment with gross motor skills by providing them with a variety of resources and enthusiasm for the outside.

We will offer opportunities for the children to work together and with adults. We will introduce them to the excitement of growing food and plants encouraging their sense of pride as they grow, weed and nurture them.

The Little Ark Preschool Health and Illness Policy

- Symptoms and illnesses requiring a child's exclusion will include diarrhoea, vomiting, a fever of 101° F/38° or above, chickenpox, measles, mumps, meningitis, hepatitis and COVID 19 (please see COVID 19 Policy for additional information). After an episode of sickness or diarrhoea a child MUST remain off for at least 48hours from the last occurrence. Children suffering from impetigo and conjunctivitis will be advised to see their GP if any illness is deemed very contagious they may be excluded if necessary.
- If a child becomes ill whilst at preschool, it will be the responsibility of the Manager, deputy or other delegated member of staff to ensure that the child's parent or carer is informed. The child's parent/carer should be encouraged to collect the child as soon as possible and the child should be kept comfortable, away from the other children and closely supervised by an adult.
- We will inform parents of health issues in the setting that may affect their children (chicken pox, headlice etc).
- If a child has a notifiable disease, confirmed by his/her doctor, the parents and/or the preschool must inform Ofsted and the local health authority.
- The Manager should be responsible for ensuring that no child is admitted to the preschool suffering from an illness that warrants exclusion.
- In the event of a serious accident or illness to a child, immediate contact of parents and medical professionals should be made (RIDDOR will be notified of serious accidents i.e. those requiring hospital treatment).
- There should be clear notes in the child's health record indicating any medical procedures which would violate the family's religious beliefs and any specific conditions e.g. diabetes, epilepsy, sickle cell trait. These should be recorded on a piece of paper, which should go to the hospital with the child in the event of an emergency when parents cannot be reached.
- It is the parent's responsibility to notify us of any allergies their child may have when they start with us or any diagnosed allergies whilst with us. We will ensure that these allergies are catered for in the setting as appropriate.
- There will always be a first aid trained member of staff at the setting.
- All staff must wear gloves and/or protective clothing when dealing with blood, vomit, faeces etc.

The Little Ark Preschool Keyperson Policy

Children will be allocated a keyperson and a buddy when they join Preschool, they will support them in settling in alongside other staff and will work closely with the parents to establish a good working relationship with the family.

The keyperson will build a Learning Journal for their keychildren, this will be a mixture of observations and artwork along with contributions from parents and the children themselves. All other photos and observations will be plotted onto "Tapestry" the online learning journal and parents will be able to access this securely and also be able to add their own pictures aswell. The observations will also be plotted onto a graph to monitor the progress of the children against the Early Years Foundation Stage Curriculum and work with the Manager to include this information on the setting's Progress Matters database. Each keyperson will complete a "Unique Progress" document for the child's transition to school. The Learning Journals leave with the children to enable them to share them with their new school teacher before taking them home to keep and everything that has been added to "Tapestry" will be given to parents/carers on a memory stick or sent in a link to parent/carers via their email address.

The keyperson will complete a Starting Point Summary within 2 weeks of the child's first day and a "Progress Check at Age Two" and an Integrated Review (where required) for all keychildren under 3 when they start Preschool (this will be completed a few weeks after starting to enable staff to have an accurate perspective of the child and given to the parents to share with the Health Visitor).

Termly Targets (next steps) will be set for each child using information from the observations and parent contributions and these will be agreed with parents to enable a collaboration between the setting and home. "Tapestry" is accessible to parents at all times and parents are encouraged to contribute with photographs and news from home.

If the monitoring tools highlight areas for concern the keyperson will liaise with the SENCO (Nicola Wright) to discuss any additional support and whether any outside agencies need to be involved. The keyperson will work closely with the parents discussing concerns and how they can work together and targeted plans/personalised plans may also be used.

Keypersons will be available via telephone or Tapestry to give regular feedback to parents where possible or at Stay and Play sessions, discussing any questions or queries they may have. They can also arrange a time for the parents to talk to them in more depth if required. We will arrange one to one parent/keyperson discussion time in the Spring to look at each child's progress and school readiness.

Although each child is allocated a key person, the children are **not** encouraged to be dependent on that individual as we feel it is important that the children get to know all of the staff. Each keyperson has a "buddy" to link with their children in their absence, as staff do not work every session, also we have found that if a child becomes dependent on one adult in the setting they may find it difficult if that person is unavailable for any reason i.e. illness, training etc.

The Little Ark Preschool
Lost or Uncollected Child Policy

Uncollected child

- If a child has not been collected after 10 minutes of the end of session we will telephone the parents and then the named alternative contacts.
- If there is no response to any of the given contact names and telephone numbers we will wait one hour in case there has been a traffic delay .
- If after one hour of the child not being collected we have not heard from parents, carers or contacts we will telephone the police and social services to advise them of the child's circumstances.
- Two members of staff will stay with the child until they can be taken into care by the local authorities.

Lost child - to be read in conjunction with "Protection of Children at Changeover Time Procedure"

- Nursery staff are always extremely vigilant both indoors and outdoors. Parents/Visitors have to be let in and out of the locked preschool by a member of staff at all times.
- In the horrendous event of a child becoming missing whilst at school we will immediately start a search of the school grounds. Two members of staff would stay with existing children whilst other staff members would begin an immediate search of premises.
- We will check all possible routes of access out of the building and grounds.
- We will check that the gates have remained secure and then extend our search to the main road.
- We will alert the teachers in the main school and ask for their help and assistance.
- If we do not find the child in a reasonable time i.e. ten minutes we will telephone the police to start a wider search.
- We will notify the child's parent/s immediately after we have contacted the police.
- We will fill in an incident report which the parents and social services/police can observe and comment on.
- If we are on an outside trip we will count the children at regular intervals (refer to the Outing Procedure).
- Notify Ofsted immediately

Updated June 2021

The Little Ark Preschool Lunchtime Procedure

In order to provide some consistency, please follow the lunch guidelines below:

- Tables in the setting will be sprayed and cleaned by one member of staff. Lunch boxes* will be emptied onto the table and the lunch box placed on chair so that children are able to identify their lunch. Another staff member may be needed to help if required.
- * During the last term, children will select their own lunch boxes and be encouraged to empty these themselves in readiness for school.
- The children are split into two groups, those going home and those staying. Those staying will go and wash their hands before sitting down. Once those going home have left, the children arriving wash their hands and sit down with the other children to have their lunch.
- All staff to sit at the tables to supervise, encourage and assist the children as necessary. Staff to assist with packed lunches, any uneaten food to be returned to lunch boxes, children must not be allowed to swap food, due to allergies.
- One person to clean tables after all the children have finished. Sweep the floor and general tidy up.

The most important thing is to ensure that the children are closely supervised as they are young, watch for choking.

The Little Ark Preschool
Mobile Phones Procedure

To comply with our safeguarding policy staff will not be permitted to have their phones on their person whilst looking after children or during working hours.

We believe our staff/students should be completely attentive during their hours of working to ensure all children in the preschool receive good quality care and education.

Staff/students must adhere to:

- Mobile phones should be turned off during your working hours
- Mobile phones can only be used at lunchtime only
- Mobile phones will be stored safely in the locked box provided at all times during the hours of your working day
- During outings, staff will use the mobile phone belonging to the preschool
- No photos should be taken on any phones
- Smart Watches messaging and notifications must be turned off (this includes camera) if this is not done you will be asked to remove it
- Fitbit messaging notifications are to be turned off

If staff/students have a personal emergency they are free to use the settings phone or make a personal call from their mobile.

If a member of staff/student is waiting for an emergency personal call (e.g. Doctors) then their phone may be left with the Office Manager who with permission will answer the call and notify the member of staff.

Staff/students MUST ensure that they update their families and children's schools etc. making them aware of the work landline number 01233 614665. If for any reason you cannot get through then they can call the John Wesley School number of 01233 614660. This is the responsibility of the individual staff/student member.

If any of the points are not followed then the member of staff/student involved will face disciplinary actions.

The Little Ark Preschool
Online Safety Policy

We aim to ensure that our children do not access inappropriate material online in the setting and at home.

In the Setting

Our internet is connected to the school network which provides filters to protect the children from accidentally accessing inappropriate material. The children do not have access to any internet enabled devices without adult supervision, therefore we are confident that they are safe online in the setting.

At Home

We provide parents with advice and information about online safety for their children suggesting that they check their internet parental control settings and monitor their children's internet use and the sites they are accessing. We do this by providing written literature and a conversation on the subject at enrolment.

Staff

Staff are advised to be conscious of their "online profile" and to check this periodically to ensure that it portrays a professional persona. Staff are aware of the need to be mindful of any online posts through social media sites to maintain a professional profile - see Confidentiality Policy and Disciplinary Rules.

The Little Ark Preschool
Outing Procedure

Permission for any local outings is covered by our parental contract signed at enrolment, these include visits to local primary schools, shops and the Millennium Wood area.

- We will put a note out before each session that we intend to go out to inform parents.
- We will ensure that a register is taken with us, and we will count the children out of the setting, at regular times during the outing and on our return.
- A member of staff will carry a mobile phone and a first aid kit and the office can be contacted in the event of an emergency. If the office is unattended we will take the children's contact details.
- A member of staff will walk in front of the group to check for obvious hazards and other staff will be spaced between the children, holding the hands of very young children or those needing extra supervision. Children are given a walking buddy and all hold onto a walking rope.
- Lost Child - In the event that a child went missing we would detail 3 staff to return to the setting with the children whilst 2 remain and look, from there we would follow our Lost Child Policy.

The Little Ark Preschool
Packed Lunch Policy

Our aim is to ensure that children who bring a lunch in from home to eat at the Little Ark Preschool have food which is just as healthy and nutritious as the snacks we serve throughout the day, please try not to put in chocolate bars or fizzy drinks, if they like crisps try to put a few into a little box instead of giving them the whole packet, we will encourage them to eat what they have been provided. New research shows that healthy eating in preschool years can influence growth and academic achievement in later life.

Eating healthily is important because:

Good nutrition ensures that children get the right amount of energy (calories) and nutrients as children grow rapidly during this time of their life.

Good nutrition ensures children do not consume too much energy (calories) which may lead to them becoming overweight.

We need to encourage children to eat a wide variety of foods to develop good dietary habits for later childhood and even adulthood.

Healthy eating habits established in childhood help children to be fitter and healthier, develop positive attitudes to food and also help them to learn more quickly and be able to manage their behaviour.

The preschool regards lunchtime as an important part of our day. This represents a social time where children can learn about healthy eating however we do realise that this may not always be practicable and can sometimes this can turn into a battle. Please ensure that they have lots of small amounts of finger food which may tempt them, here are some suggestions:

Fresh fruit

Crunchy vegetables

Meat, hardboiled egg, chocolate spread (nut free)

Dairy food such as cheese, milk or yoghurt

Bread, pitta, roll, cracker, fruit bread

Rice, pasta, noodles

Water, soft drinks, fresh fruit juice

Anything your child does not eat is put back into their lunchbox.

PLEASE DO NOT BRING IN ANY PRODUCTS CONTAINING NUTS DUE TO
CHILDREN HAVING NUT ALLERGIES

Updated June 2021

The Little Ark Preschool
Parental Consent & Contract Policy

As part of the Little Ark's care provision we require parents to sign individual consent forms and these are set out as follows:

Child's Name:

Please **write your initials** in the appropriate (YES OR NO) to indicate your consent or refusal to consent to any particular aspect of this form - thank you.

PERMISSIONS (please write your initials)	YES	NO
<u>1 Administering Prescribed Medication</u> I understand that Little Ark Preschool will only administer prescribed medication when requested by a parent on a medical permission form. I understand that I MUST inform the Little Ark Preschool if my child has already been administered ANY medication prior to attending their session.		
<u>2 First Aid and/or Emergency Treatment</u> In the event of an accident during the preschool day, every attempt will be made by staff to contact a parent or guardian. Should this be impossible, any immediate treatment which may be required will be given by a member of staff, paramedic or local hospital, whichever is the most appropriate. I give my permission for any immediate medical treatment to be given to my child if the preschool is unable to contact me or if needed in the event of an accident.		
<u>3 Sun Protection Cream and Sun Hats - Supplied by Parents</u> All children MUST come to preschool with sun cream already applied (parents must also provide additional sun cream to put on during the day if they have allergies) and hats for children to wear during hotter days. I understand that I must apply sun cream to my child prior to him/her attending preschool I understand that I must supply the preschool with sun cream (if any allergies) and a sun hat.		
I can confirm that my child is NOT allergic to any type of sun cream protection.		
I give permission to the Little Ark Preschool to apply sun cream to my child - Garnier Ambre Solaire Kids Sensitive Advanced Protection Spray Spf 50		

Updated June 2021

The Little Ark Preschool

PERMISSIONS (please write your initials)	YES	NO
<p><u>4 Photographs for Observational Assessments</u> Observational notes will be taken of your child which will be recorded on "Tapestry" this will also include photographic evidence to support our observations, these will be confidential within the setting and will not be shared by another parent however they may be shared with other professionals e.g. education, GP, speech and language therapist.</p> <p>I give my permission to the Little Ark Preschool to take photographs of my child for "Tapestry".</p>		
<p><u>5 Photos of my Child within Little Ark Preschool</u> Sometimes children are photographed together engaged in activities or working as a team in the setting. Your child may also appear in preschool plays or sports day etc. and other parents may photograph them on the understanding that these images are for personal use only and that they will not be shared on any social network sites.</p> <p>I give my permission to the Little Ark Preschool to use my child's photograph in the setting for display purposes.</p>		
<p>I give my permission to the Little Ark Preschool to use my child's photograph on the digital photo frame or on Little Ark Facebook Closed Group (face of child not shown).</p>		
<p>I give my permission to allow other parents to photograph school plays etc.</p>		
<p><u>6 Name of my Child (with photo) within the Little Ark Preschool</u> We display names of all children in the setting e.g. white board/register board as we believe it helps with the child's development in recognising their name, we also display your child's name if they have an allergy near the snack table and also in the office to make sure all staff are aware of this. Some of our displays may also have your child's name on if they have helped to create the display and also their photo.</p> <p>I give my permission for the Little Ark Preschool to use my child's photo with their first name WITHIN the setting.</p>		

Parental Consent & Contract Policy

The Little Ark Preschool
Parental Consent & Contract Policy

PERMISSIONS (please write your initials)	YES	NO
<p><u>7. Outings/Local Visits/Short Walks in the Neighbourhood</u> Children are given the opportunity to learn both inside and outside the preschools environment. As part of our curriculum, we do take children out on short walks and visits to places of interests nearby.</p> <p>I give my permission for the Little Ark Preschool to take my child on brief local outings from the setting. I understand that specific consent will be sought for major excursions.</p>		
<p><u>8 Password System</u> Listed on my child's enrolment form are names of persons I have authorised to collect my child. I understand that the Little Ark Preschool may ask the authorised person for a password. My unique password is: _____</p>		
<p><u>9 Support from Outside Professional Services</u> Outside professionals occasionally visit the setting to work with us to support your child. They could be from Speech and Language Services, Teachers or Specialist Teaching Services. We may also seek advice from these and other services to give your child the best possible start before school. You will always be informed of any assistance or advice we obtain on your behalf and provide you with verbal or written details of the outcomes of any discussions involving your child.</p> <p>I give permission for you to seek outside professional help for my child as and when needed.</p>		
<p><u>10 Mobile Phones</u> I/we agree to the settings Safeguarding Policy on mobile phone use and understand that I cannot use my mobile phone whilst in the building.</p>		
<p><u>11 Changes to Address and Contact Numbers</u> I/we will keep the setting advised of any changes to our home address and contact numbers.</p>		

The Little Ark Preschool
Parental Consent & Contract Policy

PERMISSIONS (please write your initials)	YES	NO
<u>12 Infectious Diseases and Illnesses</u> I understand that my child needs to remain away from preschool if they have been sick or had diarrhoea for 48hours They must not attend until cases of conjunctivitis or impetigo has cleared COVID 19: If my child or any of my family show any symptoms we will self isolate for 10 days (see COVID 19 Policy and www.gov.uk/coronavirus)		
<u>13 Fees</u> I understand that fees are payable for all allocated sessions regardless of attendance and that a missed session is not transferrable. I/we will pay fees due at the time specified by the setting invoice and I/we understand that unpaid fees will result in a cancellation of my child's session.		
<u>14 Notice</u> One month's notice is required for leaving. I/we understand that sessions within the one month's notice are payable.		
<u>15 Punctuality/Attendance</u> I/we will collect my child promptly at the end of session.		
I/we will ensure that my child attends their allocated sessions and will advise the setting if the child is going to be absent.		
I/we agree that the child will always be collected by a responsible adult over the age of 16 authorised on my child's confidential record.		
I understand that a late collection will result in a fee of £25 after ten minutes.		
<u>16 Sharing of information</u> If the setting shares information with outside agencies they will obtain my permission, however with safeguarding issues, they are legally bound to share information sometimes without prior consent. I/we understand that the Little Ark Preschool will share information with other settings that my child may attend and with school as my child moves on.		
<u>17 Tapestry - Online Learning Journal</u> I give permission for the Little Ark Preschool to create an online tapestry learning journal. The email address I would like to link with the account so I have access is: _____		

The Little Ark Preschool
Parents as Partners Policy

Preschool Responsibilities	Parent Responsibilities
We will allocate your child a keyperson and buddy who will produce both a Learning Journal for your child and give you information on "Tapestry" which is the online journal, coordinating observations photos and next steps to record their progress against the EYFS / Development Matters guidelines. They will be available to speak to you at the start and end of the sessions and will share information and discuss any concerns.	To share details of your child's current interests and next steps at home with the keyperson, completing parent contribution forms and working towards mutual targets. To keep the setting informed of changes at home which may impact on your child at preschool and to share concerns with the keyperson.
To set next steps termly to meet your child's individual needs based on your observations and conversations with you.	To support the next steps termly at home.
We will encourage your child to experiment with a variety of resources and be creative. In doing this they may get messy even though we try to get them to wear protective clothing where possible.	To use older clothes for preschool and bring in lots of spares (in a named bag) and not to worry if my child comes home messy.
We will keep details of contacts and medical information about your child.	To ensure contact details and medical information is kept up to date.
We will comfort children who become ill during the day and will inform you straight away.	To pick up poorly children as quickly as possible and keep them at home until they are well enough to attend. In cases of sickness and diarrhoea we will keep our child at home until 48hrs after the last bout.
We will advise you of outbreaks of infections, diseases or cases of headlice etc. that may occur in your household	To keep my child at home whilst infectious (e.g. chicken pox, impetigo, conjunctivitis, COVID 19 etc.) and treat any infestations.
We will administer medication prescribed by a doctor.	To sign a medical consent form and clearly label medication with the child's name and address and renew as necessary.
To produce a regular newsletter to keep you updated about events and plans of the setting.	To keep informed of dates and events that are important to my child.

The Little Ark Preschool
Parents as Partners Policy

Preschool Responsibilities	Parent Responsibilities
To have regular stay and play sessions for parents to stay and be involved in our activities and put the dates on our newsletter.	To try and come along to stay and play sessions when their child is attending the preschool where practicable.
To welcome feedback, both positive and negative to enable us to monitor the service we provide. This will be done by sending out questionnaires and also by making time and having verbal discussions with parents/carers.	To complete and return questionnaires and feel able to discuss any aspect of the setting with us.
To keep a copy of written policies at preschool readily available. To keep the website updated with the Policies	To be aware of the policies for the setting.

The Little Ark Preschool

Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

The Little Ark Preschool collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- Other settings
- KCC SEN
- Health Visitors

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

Reviewed June 2021

The Little Ark Preschool

Privacy Notice

How long your personal data will be kept:

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed.

We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

Reasons we can collect and use your personal information:

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with:

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Kent County Council Management Information & Finance (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT))
- Schools that you attend after leaving us
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

Reviewed June 2021

The Little Ark Preschool

Privacy Notice

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Reviewed June 2021

The Little Ark Preschool

Privacy Notice

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Caroline Rae, Administrator at The Little Ark Preschool, Wesley School Road, Ashford, Kent TN23 5LW Tel 01233 614665 email: thelittlearkpreschool@gmail.com

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

The Little Ark Preschool

Privacy Notice

Who to Contact and Where to go for Further Information

Please contact Caroline Rae, Administrator at The Little Ark Preschool, Wesley School Road, Ashford, Kent TN23 5LW Tel 01233 614665 email: thelittlearkpreschool@gmail.com to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for young children, please go to: <http://www.kent.gov.uk/education-and-children/childcare-and-pre-school> or the KCC website at www.kent.gov.uk

The General Data Protection Regulation also gives you right to lodge a complaint with a Manager authority. The Manager authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Reviewed June 2021

The Little Ark Preschool
Protection of Children at Changeover Time Procedure

We aim to protect the children in our care at changeover time by following set procedures. Children can only be collected by an adult over the age of 16 years.

ANY CHILDREN DROPPED OFF LATE OR COLLECTED EARLY MUST HAVE THE TIME RECORDED ON THE REGISTER

Morning 08.45 Dropping off Time

- A member of staff will greet parents and collect children at the main door and take them into the setting, another member of staff stays at the inner door to make sure that children do not leave the main room. All children go straight to the toilets to wash their hands on arrival. The child is marked in on the register as soon as they enter the main door.

- As soon as the majority of children have arrived, both doors are locked and the register is confirmed against the children present.

Lunchtime 11.45 Dropping Off and Collecting Time

- All children are gathered together in the main room and split into two groups - staying and going home..

- One member of staff will remain at the inner door checking children coming in and leaving to ensure that no child leaves without an adult and no-one unknown enters.

- Children arriving will enter the setting, wash their hands and join the other children at the tables for lunch. The register is ticked with children coming in for the afternoon session.

Afternoon 14.45 Collection

- All children are gathered in the main room.

- Either the Manager/Office Manager or the Deputy will open the main doors and another member of staff remain at the inner door until all the children have been collected from the main door ensuring that every child is handed over to their parent/carer.

- If a parent is late, the inner door will be locked until the parent arrives. Two members of staff will remain with the child until they are collected.

If any child is collected before the end of the session they are marked out of the register with the time of leaving.

Updated June 2021

The Little Ark Preschool
Safeguarding Children Policy

The staff, parents, and committee members share a common responsibility to keep our children safe. This is emphasized in the Children Act 1989, which highlights the welfare of the child as paramount.

As stated in the Statutory Framework for the Early Years Foundation Stage all staff are given copies of Safeguarding children policies and procedures, and a copy of the policy is made available to the parents. The designated safeguarding lead will ensure that all members of staff understand the procedures that will be followed in the event of an allegation being made against a member of staff.

The designated safeguarding lead will liaise with local statutory children's services agencies as appropriate.

Our Preschool has statutory responsibilities in the area of safeguarding children, which make a vital contribution to the whole process. All staff have regular training and are kept up to date with any changes.

The person in the Preschool who has overall responsibility for safeguarding children is the Manager Nicola Wright assisted by Jo McKee (deputy).

Any member of staff, committee member or parent can contact them if there is a concern about a child.

If any person working or looking after children in the Preschool has an allegation made against them of harm or abuse the designated safeguarding lead will immediately report this to the Safeguarding Children Unit, the person involved would be suspended from the setting pending investigation (for further information see Safeguarding Procedure Document).

All allegations will be kept confidential.

The Little Ark Preschool Safeguarding Children Policy

Our Aims:

We aim to provide:

- an ethos in which children feel safe, secure, valued and respected.
- a place where children can feel confident to talk openly and be sure of being listened —to.
- an education which promotes self-esteem and gives children the knowledge and skills to make positive choices.
- support for children, parents and staff in difficult situations relating to safeguarding children.

Preschool Policy

Through topics and stories carefully chosen and sensitively treated, children are encouraged to talk about their feelings and share anything that they are worried about with the staff.

- For the children's safety at Preschool, they are supervised at all times.
- Visitors to the site are identified and signed in and out of the visitor's book that is held in the preschool office during the day to prevent intruders entering the premises.
- The preschool committee will inform Ofsted of any changes in facilities to be used for care that may affect the space and level of care available to children.
- The preschool is kept secure at all times and all exits are only unlocked by a member of staff.
- As the Preschool is situated on a school site, we will liaise with the school office as regards to the whereabouts of other people in the building and any changes or security issues that arise that may affect the safeguarding of the children in our care.
- The Preschool displays all instructions regarding non-smoking, and fire exits clearly.
- Online Safety - Our children do not have access to the internet without an adult present. Our internet is connected to a school network which provides filters to protect the children from accessing undesirable material. The designated safeguarding lead will ensure that online safety communication precautions are shared with parents for home consideration (see Online Safety Policy)

The Little Ark Preschool
Safeguarding Children Policy

- Children will be kept safe on outings by ensuring the correct adult and child ratios are in place.
- Whilst on outings we carry a first aid kit and a mobile phone, a member of staff is generally in the office to contact should the need arise, if not, contact numbers of the parents/guardians will be taken
- Written permission will be gained from parents/guardians for local outings that may take place as part of the enrolment contract. If we are taking the children off the school premises we will detail this before the session starts so that parents are aware.
- Parents must inform staff if someone other than themselves is collecting their child who is not listed on their contact sheet, with a name and description. The person who is collecting their child can also use the password given to them by the parent.
- Members of staff will only release children into the care of individuals named by the parent.
- Members of staff will ensure that children do not leave the premises unsupervised.
- All staff are vigilant about casual visitors to the Preschool and a member of staff will remain with the visitor at all times.
- A register is taken as children enter the Preschool in the morning and afternoon sessions. If any child arrives or leaves at a different time to the published sessions, this is marked on the register.
- All staff and volunteers are aware that mobile phones and personal cameras are not to be taken into the setting or used in any relation to the setting, they should remain in the office in a locked box and staff are only allowed this at lunchtime and at the end of session. A setting phone is available for use on outings.
- Parents are asked to agree not to use their mobile phone in the setting and sign the contract confirming this at enrolment.
- Any photos taken with the setting cameras are for display boards only. Photographs are taken with a kindle and these are shared with parents on "Tapestry". Kindles and cameras are counted and signed in at the end of every day. Staff may take individual photos/videos for parents to show them aspects of their child's day if necessary. Parents should only be given photos of their own child. No photographs of children are stored on our computers
- Staff are required to sign annually to confirm that they have no convictions or warnings to declare that may affect their suitability to work with children.

Updated June 2021

The Little Ark Preschool Safeguarding Children Policy

- Staff receive Supervision Meetings twice a year and an annual Appraisal, during these meetings there is an opportunity to discuss safeguarding concerns in relation to children, parents and other staff.
- Staff are required to sign a declaration in relation to "Risk by Association" annually with Staff Appraisals.
- Staff are aware of the need to promote the "Fundamental British Values" in the setting and we have discussed the implications of this as a staff group. We have also discussed "Prevent Duty" and staff have completed a general awareness online training module devised by the College of Policing on this topic.

Kent Children's Safeguarding Board

This committee has recommended that:

- We are careful to recognise any signs of suspected child abuse and report our concerns to the designated safeguarding lead Nicola Wright or Jo McKee who would then liaise with the Area Children's Officer.
- We use the Kent and Medway Safeguarding Handbook 2007 as a reference and it is available to all members of staff.
- We monitor children who may be at risk and record our observations, keeping the records in a safe place.
- We encourage relationships with parents where we hope they feel able to talk openly to members of staff.
- We liaise regularly with support services and other agencies and encourage them to do so with us.
- The procedures the Preschool must follow when making a referral are described in the Kent and Medway Safeguarding Children Handbook 2007.

The Little Ark Preschool
Safeguarding Children Procedure

We have a legal responsibility to each child in our care to report any concerns we have for the child's welfare to the Children's Safeguarding Unit.

Young children can often show behaviour in their play associated with possible abuse and this may trigger concerns about their safety. In addition, some children may depict mistreatment through their drawings. Where this happens try to keep this as evidence to show caseworkers and other professionals involved. Remember if a child discloses an alleged case of abuse, log exactly what the child says - use their words and not your own. Don't make promises you cannot keep but let the child know you will be there to support them.

If concerns are raised for the safety of a child or family, we will follow the procedure below:

1. Practitioners to look at the "Safeguarding Concerns" pink folder in the office for advice and clarification.
2. The Practitioner must discuss their concerns with the designated safeguarding lead (Nicola Wright).
3. The designated safeguarding lead would use the "Flow chart for Referral" as a guide for the next steps along with the "Continuum of Need" to assess the severity of the situation.
4. If the Safeguarding team are going to be contacted, it would be good practice to inform parents beforehand if this would not endanger others.
5. Liaise with the Children's Safeguarding Unit completing referral forms as necessary and following their lead.
6. If any concerns are raised by any staff in the setting, all concerns will be recorded in the Safeguarding Register to ensure that small incidents that may add up to a bigger picture will not be missed.
7. Any information recorded in the Safeguarding Register will remain confidential on a need to know basis and relevant information will be passed on during transition.

All staff will attend Basic Awareness Training for Safeguarding every 3 Years and we will refresh this knowledge at staff meetings periodically.

We will ask parents about injuries to a child and any pre-existing injuries will be documented if noticed when a child comes into the setting.

Staff are reminded not to ask direct questions to a child disclosing abuse but to listen and document exactly what has been said. Staff should not examine a child or remove any clothing.

The Little Ark Preschool
Safeguarding Children Procedure

If you suspect that one of the Preschool staff is responsible for abusing a child - **THIS MUST BE REPORTED IMMEDIATELY**. Staff should report allegations to the Designated Safeguarding Lead, if the concern relates to Lead they should report to the Management Committee Chair (Mrs Spragg - John Wesley School).

Staff can speak to the DSL at any time and we have regular supervision and appraisal meetings giving staff more opportunity to "Whistle Blow".

The following action must be taken:

- The child must not be asked any questions about the allegation.
- The member of staff **must** be suspended immediately on full pay until the matter has been investigated by Social Services.
- The committee must be informed.
- An incident report must be filled out by the parents of child involved.
- Remember that confidentiality and safety of the child must remain paramount.

The Preschool Manager and the committee must think carefully as Preschool staff are very rarely left on their own with a child and if the incident was witnessed by another member of staff they would be asked to give their account. Obviously, a staff member would not be suspended if it could be proved that they were not present when the incident was alleged to have taken place, however the accusation would still be reported to the Safeguarding Unit for their records.

If an allegation is made by anybody concerning a staff member the designated safeguarding lead will phone the Area Children's Officer for advice, this could result in suspension pending an investigation.

Talk to your designated safeguarding lead or someone else you can trust to give you good advice. The Safeguarding Unit will need to be informed and it **must be** investigated. You have a responsibility to the child, even if you are close to the member of staff. Child protection is everyone's business.

The Little Ark Preschool
Safeguarding Children Procedure

Other things to remember if faced with suspected child abuse:

DO

- Be accessible and receptive.
- Listen carefully.
- Take the child seriously.
- Reassure the child that they are right to tell.
- Negotiate getting help.
- Find help quickly.
- Make careful records of what was said/noticed immediately.
- Inform a line manager or Manager, who should evaluate your assessment with you.
- Contact the duty officer at your local Children's Safeguarding Unit if you suspect that a child is being abused or neglected or if you need to talk through specific concerns.

DO NOT

- DO NOT try to get the child to disclose.
- DO NOT speculate or accuse anybody.
- DO NOT ask the child to repeatedly describe what has happened to them - this will be seen as tampering with the evidence if the case is taken up.
- DO NOT ask leading questions of the child

The Little Ark Preschool
Safeguarding Children Procedure

IF YOU ARE AT ALL UNSURE, IT IS ALWAYS BETTER TO ASK ADVICE FROM A MORE SENIOR MEMBER OF STAFF THAN TO LET A POSSIBLE CASE OF CHILD ABUSE CONTINUE AND A CHILD SUFFER.

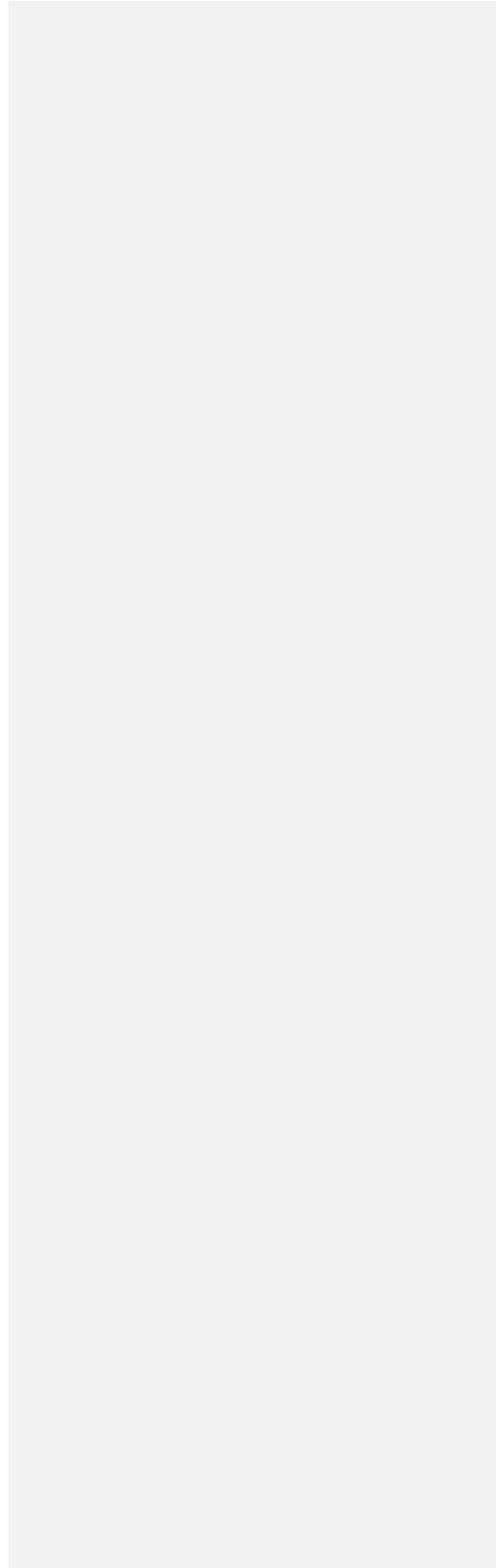
- ADVISE OFSTED

The safeguarding children officer can always ring one the Early Years Officers listed below for advice before deciding to report a case. They offer a confidential advice service to assist teachers etc. help make the correct decision of what path they need to follow whilst keeping the child's welfare paramount.

FOR CONTACT TELEPHONE NUMBERS

SEE SAFEGUARDING FOLDER OR NOTICE BOARD

Reviewed June 2021



The Little Ark Preschool
Special Educational Needs and Inclusion Policy

We welcome all children regardless of their individual needs and we aim to welcome them into an all inclusive setting.

In order to achieve this, we work closely with the children, parents and other agencies. Our SENCO is Nicola Wright.

Aims:

To identify and plan for each child's individual learning requirements and to provide appropriate additional support for children with special educational needs in order to allow them to make the best possible progress.

To promote an atmosphere of encouragement, acceptance and respect for achievements in which all children can thrive and to develop sensitivity to individual needs and a climate of warmth and support in which self confidence and self esteem can grow.

Objectives:

To identify any particular learning needs in any of the areas of learning and to develop an effective strategy to meet these needs, this may initially start with a targeted plan.

To allow children with special educational needs to fully participate in all of the activities of the preschool by providing additional support, adapting activities and environments and by using specialist equipment as appropriate.

To work together with staff from other agencies (e.g. speech therapists) to provide the best learning opportunities for each individual child.

To inform parents of the needs and progress of their child and to work in partnership with them.

Operating Policy

When a child starts at the preschool the parents will be asked to fill in an 'All about Me' booklet about their child and a Confidential Record form with health information, and this information along with conversations at enrolment will be used to highlight any existing special educational needs, disabilities or health problems when the child initially starts.

The preschool staff will continuously monitor each child's progress and observations for each of the seven areas of learning and this will be regularly updated to record each child's development and achievements. This ongoing assessment and recording will be used to aid the early identification of any special educational needs.

If a staff member believes a child has special educational needs the following action will be taken:

The Little Ark Preschool
Special Educational Needs and Inclusion Policy

The SENCO and keyperson will gather information about the child and make an initial assessment.

The preschool will consult with the child's parents explaining that there is some cause for concern, ascertaining the parent's views and giving them ideas of how they can help at home and information on children's centres where they can get professional guidance and help.

The preschool staff will use different resources and methods to better meet the needs of the child. Notes will be kept to explain what has been tried and progress will be reviewed regularly this will be in the form of a targeted plan.

If the preschool staff believe more specialist assessment and support would benefit the child, the preschool will consult with the parents and with their approval arrange a referral to the Local Inclusion Forum Team (LIFT) or Speech and Language Therapists to ask for their support and a Personalised Plan will be completed.

Targeted Plans/Personalised Plans

The implementation of a Targeted Plan and a Personalised Plan lies with the SENCO.

The plans and targets will be set for each child and will be evaluated and reviewed termly and shared with the parent. If any child needs extra support details of this will be passed on to the keyperson and shared with the rest of the staff.

New Settings

When a child with special educational needs moves from the preschool to another foundation stage setting (e.g. reception class) the preschool will ensure that copies of all reports and other paperwork are passed to the new setting. This is to ensure they are fully aware of the child's needs and of the support that has been provided to date.

The Little Ark Preschool
Sunscreen Policy

In the summer months we will be using the outdoor area every day. We will apply our own children's hypoallergenic sun cream as below:

Children attending a session (a morning or an afternoon)

We will assume that parents/carers have applied sun cream before bringing their child to Preschool and we will not apply during this short session.

Children attending All Day

We will assume that parents/carers have applied sun cream before bringing their child to Preschool and we will apply sun cream at lunchtime to all exposed skin.

(We will display/advise parents of the sun cream we are applying and if allergic to supply their own - see parental consent form policy)

Named Hats

If parents/carers wish their child to wear a hat outside in the sun this is to be placed in the named hat box situated on the trolley

The Little Ark Preschool
Tapestry Policy

We provide parents/carers with an online learning journal which is called 'Tapestry' which helps to build up a record of a child's experiences during their time with us which is in line with the Early Years Foundation Stage and Development Matters.

Tapestry is an online system, which is hosted within the EU on secure servers. The benefits of this being online means that parents/carers have secure access (via a website or mobile app, which they can login to using their email address and a password) to their child's learning journal and in addition to viewing the observations, photographs and other contributions will be able to add their own photos and comments and also comment on observations made by us and receive feedback.

If parents/carers do not have access to email they will need to speak to us so that we can make alternative arrangements.

(Each parent/carer only has access to their own child's learning journal)

The Little Ark Preschool

Toileting Policy

Aim

To clarify our toileting procedures for parents as children join us at varying stages of toilet training.

It is obviously preferable for children to start Preschool with their toilet training complete and reliable, however we understand that this is not always possible as children develop this skill at different ages.

Soiled children

When a child starts with us we will ask parents at what stage their child is and it would be helpful if parents can be honest in their reply as no child will be excluded through lack of toilet training but if we are aware of their exact needs we can work with parents to achieve success in toileting.

If a child attends in nappies/pull ups we will make sure they are changed as or when necessary or at certain times of the day i.e. mid morning/mid afternoon/lunchtime depending on the times attended. All soiled nappies/pull ups will be disposed of in our nappy bin and a chart will be filled out by a member of staff and put inside the child's book bag for parent/carers information.

We will also be trialling the reporting of this on Tapestry.

One member of staff (the child's keyperson whenever possible) will change a child when necessary at the entrance to the toilet area, the door is always open to the main open plan area and other staff will be made aware that the child is being changed.

When changing children, staff will wear protective gloves and aprons for their protection. They will wipe the exposed skin with wet wipes and remove as much excrement as possible, however some may remain in crevices and around the genitals as staff are advised not to be too intrusive and children may not be completely clean. Parents will be advised when they collect their child that they may need additional cleaning. The child's bag will be outside the preschool if it contains soiled/wet clothing if your child has been changed. All items will be put into a carrier bag and secured onto the child's bag - as above a chart will be filled out by a member of staff and this will be put into their bag.

If a parent would prefer to be called to come and change their child themselves, this can be arranged, please let the Manager know.

The Little Ark Preschool Transition Policy

Transition into Preschool and school - we aim to make it as comfortable as possible in the following ways.

Home to Preschool

- We will encourage parents to bring their child to an enrolment session where they can meet the staff and learn the procedures and routines of the setting. If parents would like to arrange further visits we are happy to arrange these.
- We will treat each child as an individual when they start and work with the parents to make their transition to us smooth by discussing their needs with the parents regularly.
- We will provide a booklet of photos to take home of the setting and staff to those children finding it difficult to settle. This is also available on our website www.thelittlearkpreschool.co.uk.
- We will arrange for staff to undertake home visits when necessary.
- We will be flexible if children cannot manage a whole session and work with parents to settle their child during their start at The Little Ark .
- Before starting parents will be provided with information about our hours, fees etc and will have the Learning Journal and key person system explained to them.
- We will ask parents to complete an 'All about me' booklet to give the key person information about the child's likes, dislikes, food preferences and favourite people.

Preschool to School

- We will try not to place too much emphasis on the move as this can increase their anxiety.
- We will find out as early as possible which school children are moving on to so that we can ensure that as many schools as possible have the opportunity to visit the children in the setting. For children transferring to the John Wesley School, we arrange familiarisation sessions with the Reception Teachers during the last term.
- We will provide a Transition document to school for each child detailing their development to date and their current interests, this will be shared with parents before sending.
- We will read stories and books about going to school.
- We will assist children in attending any transition days that they are invited to.

Updated June 2021

The Little Ark Preschool
Food Standards Agency - Allergens

Dear Parents,

Food Standards Agency - Allergens

The Government legislation which came into effect in December 2014 states that any business providing food needs to ensure that consumers are aware of any potential allergenic ingredients that may be included in foods that they are supplying. We have attached a list of the 14 major allergens which need to be declared along with our snack menu's which highlight any allergens in red. We have checked our raisin packets and sulphur dioxide is NOT listed as an ingredient at present.

Unfortunately this means we are not able to give homemade birthday cake to the children, instead we ask that parents bring in shop bought cakes in order for us to display any possible listed allergens from the ingredients on our notice board. We are still able to give out birthday sweets but please give these to either Nicky or Jo beforehand so that we can provide parents with information as necessary.

If we provide food for food tasting activities or parties we will display a list of allergenic ingredients beforehand.

CAN PARENTS PLEASE ENSURE THAT WE ARE MADE AWARE OF ANY POSSIBLE ALLERGIES THAT THEIR CHILD(REN) HAVE AND KEEP THIS INFORMATION UP TO DATE.

If you have any concerns or questions about any of this please speak to Nicky.

Yours sincerely,

Nicky Wright
(Manager)