

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

The Little Ark Preschool
Policies - Master Copy

All policies are reviewed annually to ensure that they reflect our current practice.

Roles and Responsibilities

All staff have a responsibility to work using these policies as a guideline, responsibility for the roles below are as follows:

Health and Safety	Nicky Wright
Equal Opportunities	All staff led by Nicky Wright
Fire Evacuation	Nicky Wright
Additional Needs	Nicky Wright
Designated Person for Safeguarding	Nicky Wright
Safeguarding Children	All staff
Behaviour Management	All staff led by Nicky Wright
Comprehension Screening	Maria Longmore
Early Talk Boost	Leonie Dehara & Lucy Baker
Advocate for 2 Year Olds	Jackie Jeffrey

The Little Ark Preschool
List of Polices & Procedures

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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 on an accident slip which is then passed 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/piriton, creams, 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, movicol, 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 $2\frac{1}{2}$ 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 will be sat with a member of staff to reflect on the behaviour, 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 had to do this parents will be informed of the circumstances at the end of the session. This does not work for all children however other strategies can be used.
- If a child persists in negative behaviour this will be discussed fully with the parent or carer 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 on 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 of children for boards and other artwork, these do not go anywhere else and photos are deleted when they are printed off and the camera is locked away 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 staff room at all times and in a locked box which the staff have access to at lunchtime and end of day. They are allowed to wear smart watches and fitbits but are to be used only as a watch when working with children, therefore other functions must be disabled when staff are with the children.
- 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 September 2023

The Little Ark Preschool

Cleaning Procedure

We aim to reduce the risk of infection and cross contamination by following our cleaning schedule as detailed below. The setting is cleaned daily by the cleaner, but staff follow these instructions when dealing with any spillage of liquid or bodily fluids as necessary during the day:

Cloths and Buckets

Toilets or toileting accident - **Red cloth and bucket**

Other areas - **Blue cloths**

NORMAL CLOTHS TO BE PUT IN WASHER AT THE END OF EACH SESSION

ALWAYS WEAR GLOVES/APRONS

Solution Mix

For toilet floor disinfectant - 4 squirts of Shield Cleaner Disinfectant to 5 litres of water

Please refer to the manufacturers guidelines for the cleaning products in the event of any accidents or irritations. A copy of these can be found in the cleaning cupboard and also main office.

PLEASE ENSURE CARE WITH CLEANING PRODUCTS, KEEP AWAY FROM CHILDREN AND FOLLOW MANUFACTURERS GUIDELINES AT ALL TIMES.

Daily

Sweep up floor where needed.

Chairs are sprayed and cleaned.

At lunchtime toilets (children) - using disinfectant spray wipe down sinks and soap dispenser with blue cloths. Red cloths are used for toilet seats, rims, flush handles and nearby walls, doors.

Toilets (adults) - staff use antibacterial wipes to clean handles etc. after each use.

Check toilet rolls and top up soap dispenser and blue paper towel dispenser where needed.

Table tops and work and play surfaces - use diluted blue disinfectant or antibacterial spray to clean table tops with blue cloths and toys.

Outside area toys and equipment to be cleaned/removed and tidied and sprayed with antibacterial agent if required.

Termly

A more thorough clean is done by the cleaning company termly whereby we move all of our equipment around so that the cleaners can clean skirting boards etc. more easily and a deep clean is done once a year over the summer holidays where they come in and steam clean the floors and wash the walls, chairs, tables, surfaces, doors etc.

The Little Ark Preschool Clothing/Perfume 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.
- Due to staff and children having allergies/sensitivity and health issues within the setting please be aware of this when using perfume/aftershave (some perfumes/aftershave can be strong).
- 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.

The Little Ark Preschool
Clothing/Perfume and Jewellery Guidelines

- Please do not spray perfume/aftershave on your child due to staff having allergies/sensitivity and health issues.
- 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.

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.

The Little Ark Preschool
Daily Checks Procedure

When preparing daily activities, please check that all resources inside and outside are safe for use.

Any broken or soiled toys must be removed from the play area and reported to Nicky Wright for replacement or cleaning.

Be aware of the environment you are in, clean up any spillages as soon as possible or ask someone else to.

Report any problems with furniture, flooring, doors or any other hazards that you spot.

In this environment there are always toys and children on the floor so please take care when moving around the space.

The Little Ark Preschool Employment Procedure

- Any vacancies will be advertised
- Application forms to be completed and returned by a given date
- Manager will shortlist applicants taking into account qualifications and relevance to the position being advertised
- Interviews will be booked
- Interviews will be carried out by Manager/Administrator and one other (usually a member of our Management Committee)
- Interviews will follow pre-set questions and a record of responses made
- Shortlisted candidates will be invited to join the setting for a session and asked to plan and carry out an activity - a short activity with a group of children under observation
- The interview notes and setting observation will be reviewed by the interviewers and a decision will be made
- The unsuccessful candidate(s) will be contacted by mail on the day of the decision
- The successful candidate will be notified by phone and an Offer of Employment will be sent by mail
- The successful candidate will be required to complete a DBS application and produce their relevant identification documents and we will ensure that this is returned satisfactorily and record the reference number in the staff file
- The induction paperwork will be completed and explained and the Job Description will be signed - bank details to be provided for Payroll purposes
- References would be contacted and diarised for 2 weeks to follow up for a response if not received
- Contract of Employment issued, detailing hours, conditions of employment - this will include a probationary period of 3 months

All information will be kept in guidance with our Privacy Notice in relation to the General Data Protection Regulation

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 Equipment and Resources Policy

High quality care and education is prompted by providing children with clean, attractive, age and stage appropriate resources, toys and equipment.

We will provide equipment which are safe and conform to the BSEN safety standards or Toys Regulations 1995 where applicable.

We will provide sufficient resources and equipment for the number of children, and to promote all areas of children's learning and development which may be adult or child led.

We will select resources which promote positive images of people of different races, cultures and abilities and which avoid racial and gender stereotyping.

We will ensure that our resources are clean, in good condition and safe for the children to use, and provide furniture that is suitable for children and furniture that is suitable for adults.

We will check resources regularly and repair, clean or replace as necessary.

We will ensure that a wide variety of resources is used and available with a mix of self-selection by the children and adult selected activities.

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	£36.50 from Sept 2022
Morning Session	£18.25 from Sept 2022
Afternoon Session	£18.25 from Sept 2022
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 Administrator 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.

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 Administrator 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, or up to 10 sessions if eligible for 30hours 3&4 Free Early Education.

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 is not transferrable if you leave midterm. One month's notice is required.

DEPOSIT FOR NEW STARTERS

We ask for a £50.00 deposit upon acceptance of their place (deducted from the first invoice) or refunded by the end of half term or six weeks whichever is the sooner. A deposit is NOT required for children who are **only** accessing Free for Two Free Early Education Funding

The Little Ark Preschool Financial Control Policy

Introduction

Financial records must be kept so that:

- The organisation meets its legal and other statutory obligations, such as Charities Act 1993, Inland Revenue, Customs & Excise and common law.
- The trustees have proper financial control of the organisation.
- The organisation meets the contractual obligations and requirements of funders.

The books of accounts must include:

- A cashbook analysing all the transactions appearing on the bank accounts.
- A petty cash book if cash payments are being made.
- Inland Revenue deductions.

Accounts must be drawn up at the end of each financial year (31st July) and presented at the Annual General Meeting. At the AGM future large purchases and developments will be discussed.

A report comparing actual income and expenditure with the budget along with a projected cashflow should be presented to the trustees every three months or whenever meetings take place.

The AGM will appoint an appropriately qualified auditor/independent examiner to audit/examine the accounts for presentation to the next AGM.

Banking

The Charity will bank with NatWest Bank Plc at its Ashford Branch and accounts will be held in the name of the Little Ark Preschool. The following accounts will be maintained:

Charity Account No.	47878304 - Sort Code 600121
Charity Savings Account No.	47878312 - Sort Code 600121

The bank mandate (list of people who can sign cheques on the organisations behalf) will always be approved and minuted by the trustees as will all the changes to it.

The charity will require the bank to provide statements every month and these will be reconciled with the cash book every month. The Supervisor will spot check that this reconciliation has been done the last Thursday of every term, signing the statement accordingly.

The charity will not use any other bank or financial institution or use overdraft facilities or loan without the agreement of the trustees.

The Little Ark Preschool Financial Control Policy

Receipts (Income)

All monies received will be recorded promptly in the cash analysis spreadsheet and banked weekly. The Charity will maintain files of documentation to back this up.

Payments (Expenditure)

The aim is to ensure that all expenditure is on the charity's business and is properly authorised and that this can be demonstrated. The day to day running of the business will be undertaken by the Administrator and the Supervisor jointly. Any purchases over £1,000 will be discussed with the other trustees and noted on the quote.

The Administrator will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key.

Blank cheques will NEVER be signed.

The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.

No cheques should be signed with original documentation (see below).

Payment Documentation

Every payment out of the Charity's bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be retained by the Little Ark Preschool and filed. The cheque signatory should ensure that it is referenced with:

Cheque number

Date cheque drawn

Amount of cheque

Wages and Salaries - there will be a clear trail to show the authority and reason for EVERY such payment, e.g. payment to an employee, the Inland Revenue, etc. All employees will be paid within the PAYE, National Insurance regulations.

All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level.

Petty cash will always be maintained on Petty Cash spreadsheet. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum of £30.00, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.

The Little Ark Preschool Financial Control Policy

Expenses/allowances - the Small Charity will, if asked, reimburse expenditure paid for personally by staff, providing:

Fares are evidenced by tickets

Other expenditure is evidenced by original receipts

No cheque signatory signs for the payment of expenses to themselves

Cheque Signatures

Each cheque will be signed by at least two people.

A cheque must not be signed by the person who it is payable (you'll have to ensure that you have enough signatories on your bank mandate).

Bank Transfers will be signed off each month by two signatories.

Other Rules

The Charity does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost the Charity in excess of £1,000 must be authorised by the Trustees and minuted at the next meeting. If the Preschool is arranging estimates/quotes for work to be undertaken, 3 quotes will be obtained and discussed for quotes exceeding £2,000.

All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the Charity with the prior approval of the trustees.

The Little Ark Preschool will adhere to good practice in relation to its finances at all times, we will maintain a property record (inventory) of items over £100.

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 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 front 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 front doors if safe to do so and walk down the path and through the staff car park.
- 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 03/23)
Maria Longmore	(Exp 11/24)
Jackie Jeffrey	Exp 5/23)
Caroline Rae	(Exp 3/24)
Lucy Baker	(Exp 10/24)
Leonie DeHara	(Exp 11/24)
Sandra Kobylecka	(Exp 05/24)
Kenzie Close	(Exp 10/25)
Gemma Cameron	(Exp 05/24)

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 however afternoon we do just a biscuit with milk or water, (afternoon snack we found was not being eaten due to children being full from lunchtime and was mainly thrown away and so we revised this, however if a child asks for fruit then this is offered). 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 and we also have a member of staff who is allergic to peanuts. 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 and wash up after they have eaten their snack.

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 parent's 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.

The garden area is risk assessed every morning and throughout the day by the staff in the setting.

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 and enjoy tasting them at snacktime.

The Little Ark Preschool
Hardship Funding Policy

If it became evident through discussions with parent or carer that they would have difficulty in paying the Committee would meet to discuss discretionary financial assistance in order that the child could continue to attend for the benefit of the child or the family.

These payments would be reviewed half termly.

Free For Two Scheme - discuss with parents whether they are eligible and help them apply for funding if they are, using the forms provided to us by KCC Early Years.

Early Years Pupil Premium - we ensure that all parents are aware of this and approach parents specifically if we think they may be eligible. Any funding received is used to enhance the eligible child's experience in the setting, especially in areas showing a need for progression or to offer extracurricular activities that they may not be able to access otherwise.

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, strep A (see additional policy) 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
Health and Safety Policy
Staff Responsibilities

Staff should ensure that:

Before the children arrive for the day the facility is in a clean and sanitary state;

All entrances and emergency exits are clear of obstructions;

If any repair work is in progress, all work tools and equipment are beyond the children's reach. This includes the use of adult scissors in the nursery.

The security of all of the staff is at all times ensured within the building.

Staff wash their hands before cooking/preparing food with the children and soap is provided as well as paper towels;

Disposable gloves/aprons must be worn when clearing up bodily fluids and when changing nappies or children who have soiled themselves. Masks are also provided.

First Aid boxes are regularly checked and restocked.

First Aid and accident books are filled in and kept safe and secure.

All head injuries and other accidents requiring adult attention will be recorded on tapestry a copy will only be put in the preschool's accident book if it is a head injury or deemed a more serious accident this will also be reported to parents together with a slip (for head injuries) outlining head injury implications. Those less severe accidents not in the accident book will be reported to parents verbally.

Any spillages must be cleaned up and a wet floor sign placed in area.

Staff must not smoke/vape in or around the school/preschool grounds at any time.

Staff are made aware of safe lifting and handling practices at induction.

Staff are encouraged to use stepladders/stool provided and not to stand on chairs or storage units to put up wall displays etc.

To make sure the preschool gates and doors are locked when an adult leaves or enters the building.

To ensure that children wash their hands after touching pets, blowing noses, gardening or going to the toilet, getting ready for snack.

The Little Ark Preschool
Health and Safety Policy
Staff Responsibilities

To continually check equipment to see if it is still safe to use and report any breakage's to the Manager so that they can arrange new equipment to be purchased if required.

Ensure that lids have been placed back onto sandpit, soil or water trays at the end of day and items have been brought in from outside.

No carrier bags are to be left around the setting.

All chemical cleaning materials etc are to be kept in the disabled toilet or the highest cupboard in the kitchen.

No children or students or visitors must be left alone in the setting unsupervised.

All staff are advised to seek their recommended inoculations are up to date.

Pediatric First Aid training is arranged for staff when available.

HEALTH & SAFETY POLICY STATEMENT

Health & Safety at Work etc. Act 1974**This is the Policy Statement of The Little Ark Preschool****Our statement of general policy is:**

- ❖ to provide adequate control of health and safety risks arising from our work activities
- ❖ to consult with our employees on matters effecting their health and safety
- ❖ to provide and maintain safe equipment including PPE
- ❖ to ensure safe handling and use of substances
- ❖ to provide information, instruction and supervision for employees
- ❖ to ensure all employees are competent to do their tasks and give them adequate training
- ❖ to prevent accidents and cases of work related ill health
- ❖ to maintain safe and healthy working conditions and to review and revise this policy as necessary at regular intervals

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT

Responsibilities

1. Overall the final responsibility for health and safety is that of:

The Little Ark Committee

2. Day to day responsibility to ensuring this policy is put into practice is delegated to:

Mrs Nicola Wright

3. To ensure health and safety standards are maintained/improved the following people have responsibility on the following areas:

Mrs Nicola Wright
All staff

Ensure maintenance of all equipment
Report any breakages and replacements needed

Mrs Nicola Wright

Maintain first aid box (i.e. ensure it is well stocked and in date? diarised for the end of each term

4. All employees have to:

- ❖ co-operate with managers on health and safety matters
- ❖ not interfere with anything provided to safeguard their health and safety
- ❖ take reasonable care of their own health and safety
- ❖ report all health and safety concerns to an appropriate person as detailed in this policy statement

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT

Health and Safety Risks Arising From our Work Activities

- ❖ Risk assessments will be undertaken by:

Mrs Nicola Wright

- ❖ The findings of risk assessment will be reported to:

The Committee

- ❖ The action required to remove/control risks will be approved by:

The Committee

- ❖ The following will be responsible for ensuring the action required is implemented:

Mrs Nicola Wright

- ❖ The following will check that the implemented actions have removed/reduced the risks:

The Committee

- ❖ Assessments will be reviewed every:

Year, or when the work activity changes, whichever is the soonest

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT

Consultation with Employees

❖ Employee Representative(s) are:

Nicola Wright
Caroline Rae
Jackie Jeffrey
Maria Longmore
Lucy Baker
Leonie Dehara
Sandra Kobylecka
Mackenzie Close
Gemma Cameron

❖ Consultation with employees is provided by:

Nicola Wright and The Committee

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT

Safe Equipment

- ❖ The following will be responsible for identifying equipment needing maintenance:

All Employees

- ❖ The following will be responsible for ensuring that effective maintenance procedures are drawn up and all identified maintenance is implemented:

Mrs Nicola Wright

- ❖ Any problems found with equipment should be reported to:

Mrs Nicola Wright

- ❖ The following will check that new equipment meets health and safety standards before it is purchased:

Mrs Nicola Wright

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT**Safe Handling and Use of Substances**

- ❖ The following will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment:

All Employees

- ❖ The following will be responsible for undertaking COSHH assessments;

Mrs Nicola Wright

- ❖ The following will be responsible for ensuring that all actions are identified and the assessments are implemented:

The Committee

- ❖ The following will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;

Mrs Nicola Wright

- ❖ The following will check that new substances can be used safely before they are purchased:

Mrs Nicola Wright

- ❖ Assessments will be reviewed every:

Year or when the work activity changes, whichever is soonest

- ❖ Items Specific to the Little Ark Preschool:

All staff must wear disposable gloves/aprons when using hazardous cleaning products to clean toilets, floors etc.
All cleaning substances are kept in a locked cupboard or in the staff room in a high cupboard when not in use
Staff must read all instruction labels before using any substances.

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT**Information, Instruction and Supervision**

- ❖ The Health and Safety Law poster/leaflets are displayed/available in:

The office and main room

- ❖ Health and Safety advice is available from:

Nicola Wright

- ❖ Supervision of young workers/trainees will be arranged/undertaken/monitored by:

All Employees

- ❖ The following is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information:

N/A

- ❖ Items Specific to the Little Ark Preschool:

No students are to be left unsupervised by staff at any time
All students are informed of the contents of our Health and Safety policy when they arrive and will sign to say they have been informed of this and understand

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT**Competency for Tasks and Training**

- ❖ Induction training will be provided for all employees by:

Nicola Wright

- ❖ Job specific training will be provided by:

Booking through Kent CPD online or via Ashford Early Years Collaboration
General Training - On site and external courses as relevant
Food Hygiene - External course
First Aid - External course
Child Protection - Kent Safeguarding Team

- ❖ Specific jobs requiring special training are:

N/A

- ❖ Training records are kept:

Staff training records are held in the Training Folder in the main cupboard safely and securely

- ❖ Training will be identified, arranged and monitored by:

Nicola Wright and Caroline Rae

- ❖ Items specific to the Little Ark Preschool:

It is our policy to continually update training as or when required

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT

Accidents, First Aid and Work Related Ill Health

- ❖ The First Aid box is kept in:

The office in a green first aid box situated on the wall by the window

- ❖ The appointed person(s) - first aider(s) are:

All staff members listed on the First Aid poster on notice board in main room

- ❖ All accidents and cases of work related ill health are to be recorded on Tapestry or in the accident book:

The accident book for the Children is in the office filing cabinet
Adults need to complete an Adult Accident Form for any accidents/injuries

The following is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority:

Nicola Wright

- ❖ Items specific to the Little Ark Preschool:

All staff must report infectious illnesses to Nicola Wright and in the case of sickness and diarrhoea must remain off for 24hrs after the last episode

All staff must report any accidents to Nicola Wright

All staff must ensure they wear gloves/aprons when changing nappies/pull ups, clearing up vomit, blood, faeces etc. and when cleaning toilets

Nappies/pull ups must put into a nappy sack and disposed of in yellow nappy bin

All staff must wear sensible footwear (i.e. no high heels)

All staff must ensure they use the correct posture for lifting (e.g. children/tables etc.)

All staff should always ensure they wash their hands before handling or preparing food and disinfect preparation areas before use

All staff are aware of 'no nut' policy

All staff due to children and staff having allergies/sensitivity and health issues within the setting are to be aware of when wearing strong perfume/aftershave

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT

Monitoring

- ❖ To check our working conditions and ensure our safe working practices are being followed:

Nicola Wright will actively undertake regular inspections
When deemed appropriate, Nicola Wright will actively investigate any accidents or sickness absences that occur and report any necessary information to the committee

- ❖ The following person is responsible for investigating accidents:

Nicola Wright

- ❖ The following person is responsible for investigating work related causes of sickness absences:

Nicola Wright

- ❖ The following person is responsible for acting on investigation findings to prevent a recurrence:

Nicola Wright

Signed:

Dated: September 2023

HEALTH & SAFETY POLICY STATEMENT**Emergency Procedures - Fire and Evacuation**

- ❖ The following is responsible for ensuring the fire risk assessment is undertaken and implemented:

Nicola Wright

- ❖ Escape routes are checked by/every:

All Employees, daily

- ❖ Fire extinguishers are maintained and checked by/every:

An external fire hazard company, annually

- ❖ Alarms are tested:

Weekly by the School Caretaker

- ❖ Emergency evacuation will be practiced every:

Term

- ❖ Items specific to the Little Ark Preschool:

All staff must ensure they read and familiarise themselves with the fire drill, which is in the main nursery room

Signed:

Dated: September 2023

Little Ark Preschool
Information for Students and Volunteers

1. The safety and wellbeing of children is paramount.
2. Children are not to be shouted at, smacked, hit, or shaken in any way.
3. Children must not be swung around by their arms, or in any form.
4. Students and Volunteers must respect children feelings and not discuss issues unsuitable for their age.
5. Students and Volunteers must respect confidentiality and must not discuss issues regarding children or their parents outside of work or any form of social media.
6. Students and Volunteers must not smoke/vape in school grounds.
7. Students and Volunteers must wear comfortable smart clothes and shoes (no high heels). Please do not wear large hooped earrings as children can pull on them.
8. Please read our health and safety policy and other policies.
9. Due to staff and children having allergies/sensitivity and health issues within the setting please be aware of this when using perfume/aftershave (some perfumes/aftershave can be strong).
10. Please give a warm and pleasant manner to children, parents and staff members.
11. We work as a team and please ask if you are unsure or worried about anything (we were all students once and remember how nerve wrecking it could be).
12. Students and Volunteers are NOT allowed to be left alone with children.
13. Students and Volunteers are NOT allowed to take the children to the toilet or change children
14. Please bring in warm and waterproof coats and boots as we go outside in all weathers.
15. Please be aware that mobile phones and personal cameras must be left in the box provided in the office, they are not allowed in the setting. Smart watches and fitbits can be worn but are to be used only as a watch when working with children, therefore other functions must be disabled when you are with the children.
16. We use your personal data only for the purpose for which it is given and store it in accordance with the *General Data Protection Regulations* and ask you to sign the relevant paperwork. We never sell your data to third parties.
17. We hope you enjoy working with us! Please do not be afraid to ask for help or advice at any time.

Little Ark Preschool
Induction For Students AND Volunteers

The purpose of this induction is to inform students and volunteers of their responsibilities whilst at the setting, and to ensure that they have information of the settings aim's and objectives, and an understanding of the internal procedures related to the setting.

They should read:

The information for Students and Volunteers

The confidentiality policy

The safeguarding policy

An introduction to the setting.

Premises guide and tour of facilities

Introduction to all staff and information on staff structure

Health and Safety procedures explanation/first aid box/fire drills

Behaviour and sanctions policy explanation

Basic food hygiene explanation

Safeguarding children explanation (to include information on not being alone with children in the setting or the toilets for their own protection)

Share information on Prevent duty and Fundamental British Values

Explanation of daily timetable

Information regarding the General Data Protection Regulations

Discussion of what is expected of them and what they expect to get from their placement

I confirm that the above information has been shared with me and I understand the above

Signed:

Dated:

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, this includes parent consultations, phone calls, face to face interactions and messages via 'Tapestry'.

The keyperson will build an online Learning Journal "Tapestry" for their keychildren, this will include a mixture of observations/photos and parents will be able to access this securely and also be able to add their own pictures and contributions. The observations will also be plotted onto a graph to monitor the progress of the children against the Early Years Foundation Stage Curriculum and staff will work with the Manager to include this information on the setting's Milestone Assessment database. Each keyperson will complete a "Unique Progress" document alongside the Manager 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 or 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 child 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

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 and covered with a tablecloth, artificial plant and small table top waste bin put on top. Lunch boxes are left on the trolley and the children collect these themselves and take to the table, they are then encouraged by staff to empty them. Staff are on hand to help if required.
- Knives, forks and spoons to be placed on each table.
- 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/Smart Watches/Fitbit Policy

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
- Smart watches and fitbits can be worn but are to be used only as a watch when working with children, therefore other functions must be disabled when staff are with the children.
- During outings, staff will use the mobile phone belonging to the preschool
- No photos should be taken on any phones or any other technical devices
- Smart Watches messaging and notifications **MUST** be turned off (this includes camera) if this is not done you will be asked to remove it

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 Administrator 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 they 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**

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		

The Little Ark Preschool
Parental Consent & Contract Policy

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 the 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 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>		

The Little Ark Preschool
Parental Consent & Contract Policy

PERMISSIONS (please write your initials)	<u>YES</u>	<u>NO</u>
<p><u>7. Outings/Local Visits/Short Walks in the Neighbourhood</u> Children are given the opportunity to learn both inside and outside the preschool's 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. 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>9. Mobile Phones</u> I/We agree to the settings Safeguarding Policy on mobile phone use and understand that I/we cannot use my mobile phone whilst in the building unless asked to do so</p>		
<p><u>10. 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>		
<p><u>11. 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 48hrs. 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 try and stay at home, if we have tested positive we will stay at home for 5 days www.gov.uk/coronavirus</p>		

The Little Ark Preschool
Parental Consent & Contract Policy

PERMISSIONS (please write your initials)	YES	NO
<u>12. Privacy Policy for The Little Ark Preschool</u> I have read and understood the leaflet provided to me which 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.		
<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 fee paying sessions.		
<u>14. Notice</u> One month's notice is required for leaving and I am aware that Free Early Education Funding is not transferable. 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 being charged 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 an online Learning Journal for your child "Tapestry" this will provide you with observations, photos and next steps to record their progress against the EYFS/Development Matters 2021 guidelines. They will liaise with you/ share information and discuss any concerns through Tapestry or via phone calls/parent consultations. Through Tapestry we will also keep you updated about any events/information that is happening at the setting.	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 supply lots of spares (left at preschool in supplied 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
<p>To have regular stay and play sessions for parents to stay and be involved in our activities and put the dates on our newsletter.</p> <p>To arrange Parent Forums to discuss fundraising events and parental support.</p>	<p>To try and come along to stay and play sessions when their child is attending the preschool where practicable.</p> <p>To attend these forums if possible. provide/share knowledge, ideas, views and skills.</p>
<p>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.</p>	<p>To complete and return questionnaires and feel able to discuss any aspect of the setting with us.</p>
<p>To keep a copy of written policies at preschool readily available.</p> <p>To keep the website updated with the Policies</p>	<p>To be aware of the policies for the setting.</p>

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 September 2023

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.

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)

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>

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 then pass them over to another member of staff who is sat at the whiteboard in the hallway, this is where the children find their names and place them in a basket ready for snacktime, they then go straight to the toilets to wash their hands. 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/Deputy or another member of staff will open the main doors and another member of staff will 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.

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 Maria Longmore (deputy) and Jackie Jeffrey (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)

Reviewed September 2023

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, we also have a password system in place.
- 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/smartwatches 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 September 2023

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 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/Multi Agency Partnership

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, Maria Longmore or Jackie Jeffrey who would then liaise with the Area Children's Officer.
- We use the Kent and Medway Safeguarding website www.kscmp.org.uk/procedures/kent-and-medway-safeguarding-procedures as a reference and it is available to all members of staff as this will provide the most up to date information.
- 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 on the above website via KCC Kent Integrated Children's Service Portal if this cannot be found they can email the Frontdoor@kent.gov.uk.

Updated September 2023

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 (Nicky 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 annually and we will refresh this knowledge at staff meetings if any new information arises.

We will ask parents about injuries to a child and any pre-existing injuries will be documented/recorded 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.

Updated September 2023

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.

Reviewed September 2023

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 Manager or Deputy, 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 of 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 ON NOTICE BOARD

IN MAIN OFFICE OR

BOARD IN SETTING

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 Nicky 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, PORTAGE may be involved who provide help at home for children with SEN.

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.

Staff Behaviour Policy

The Aim of this policy is to provide staff with clear guidelines and expectations for their behaviour in the setting towards the children, parents, other staff and visitors.

- ❖ The safety and wellbeing of adults and children in the setting is paramount
- ❖ Staff must respect confidentiality and must **NOT** discuss children or their parents outside of work
- ❖ Staff should **NOT** accept "friendship requests" on social media from parents unless they were friends before their children attended. Staff must **NOT** refer to or reply to any aspect of the "Little Ark Preschool" in social media communications
- ❖ Staff are advised to be conscious of their "online profile" (e.g. not stating where you work) and be mindful of online posts on social media and how these may reflect on their professional standing
- ❖ All concerns about adults (including allegations that do not meet the harms threshold - see KCSIE) are shared responsibly and with the right person, recorded and dealt with appropriately
- ❖ Staff must leave mobile phones in the office in the box provided and turn them off also smart watches if they take photos (as stated in the Mobile Phones Procedure), they are not allowed in the setting
- ❖ Please be aware of new recommendation regarding wearing of perfume/aftershave in setting
- ❖ Staff should wear appropriate clothing for the job that enables them to move freely with the children and be prepared for outside duties in all weathers
- ❖ Staff must not smoke/vape on or around the school premises
- ❖ Children must **NOT** be shouted at, smacked, hit or shaken in any way and must not be swung around
- ❖ Staff should always be respectful towards all adults and children in the setting and maintain a professional manner
- ❖ Staff should be aware of conversations in the setting and office and ensure that they are appropriate

Please also see our Confidentiality Policy, Staffing and Employment Policy, Safeguarding Children Policy, Online Safety Policy, Disciplinary Rules and Gross Misconduct Guidance

I confirm that I have read this:

Name	Signed:	Dated:
Lucy Baker		
Gemma Cameron		
Kenzie Close		
Leonie Dehara		
Jackie Jeffrey		
Sandra Kobylecka		
Maria Longmore		
Caroline Rae		
Nicky Wright		

Updated May 2023

The Little Ark Staff Disciplinary Rules Policy

The following discrepancies in standards of conduct may result in pay deductions and possible disciplinary proceedings

- ❖ **Absence** - the Preschool Supervisor must be informed of any absence before the start of the session in order that replacement staff can be organised to enable the setting to open
- ❖ **Timekeeping** - constant/continual lateness (over 5 minutes) without prior arrangement
- ❖ **Performance** - failure to follow job description and setting policies and procedures
- ❖ **Health and Safety** - failure to follow policies and procedures and putting children and work colleagues at risk
- ❖ **Personal Appearance** - clean, tidy and appropriate clothing to be worn (no high heels or hoop earrings for staff's own protection). We provide tabards, fleeces and name badges and expect these to be worn and kept clean. Like the children, we would expect to change into slippers inside the building
- ❖ **Discrimination, Bullying and Harassment** - offensive behaviour will not be tolerated, staff are to be respectful to each other being aware of each other's feelings and not discriminate
- ❖ **Smoking, Alcohol and Drugs** - the school premises is a No Smoking/Vaping site. Staff must not be under the influence of alcohol or any substance/medication that may affect the care of the children. If staff are prescribed medication which may affect their duties, they must inform the Manager in order that precautions can be taken
- ❖ **Use of Company Facilities and Equipment for Personal Reasons in Work Time** - e.g. internet/website use, company email and telephones
- ❖ **Mobile Phones/Smart Watches** - are to be kept in the staff room in the locked box provided, staff are able to give the direct phone number as an emergency contact number for children and partners
- ❖ **Insubordination** - failure to carry out reasonable requests that are part of your job description and daily duties
- ❖ **Breach of Confidence** - staff must not divulge or share any information about children or situations from the setting to anyone not employed by the setting except healthcare professionals visiting specific children with parental consent (see Safeguarding Policy for exceptions)
- ❖ **Social Media** - staff are advised NOT to add parents as "friends" and must use their discretion in this respect. When using social networking sites, the "Little Ark Preschool" **MUST NOT** be discussed/divulged in any context and staff should be aware when posting personal information and pictures that they have a responsibility to show a professional profile

The Little Ark
Staff Disciplinary Rules Policy

Gross Misconduct – behaviour that may result in dismissal

- ❖ Bullying and harassment
- ❖ Serious incapability at work brought on by alcohol or illegal drugs
- ❖ Fighting at work
- ❖ Fraud
- ❖ Serious misuse of the organisations property or name
- ❖ Bringing the organisation into serious disrepute
- ❖ Gross negligence
- ❖ Serious or repeated instances of insubordination
- ❖ Serious breaches of health and safety rules
- ❖ Causing loss, damage or injury through serious negligence
- ❖ Unlawful discrimination or harassment
- ❖ Serious breach of confidence
- ❖ Theft
- ❖ Wilful damage to property
- ❖ Use of the internet to email to access pornographic, obscene or offensive material

There may be other breaches of conduct not mentioned that may be treated under the Disciplinary Rules and Procedures

The Little Ark Preschool
Staff Disciplinary Procedure

1. Purpose and Scope

The organisation's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

2. Principles

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

At every stage employees will be involved in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a work colleague.

An employee has the right to appeal against any disciplinary penalty.

3. The Procedure

Stage 1 - First Warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 6 months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning).

Stage 2 - Final Written Warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvements results within one month, action at Stage 3 will be taken.

Stage 3 - Dismissal or Action Short of Dismissal

If the conduct or performance has failed to improve, the employee may suffer demotion (if applicable) or dismissal.

Gross Misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

Theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

The Little Ark Preschool
Staff Disciplinary Procedure

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Chairperson of the preschool management committee within five working days. The employer will hear the appeal and decide the case as impartially as possible.

The Little Ark Preschool
Staff Grievance Procedure

Dealing with Grievances Informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your Manager. You may be able to agree a solution informally between you.

Formal Grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to your Manager. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against your Manager and you feel unable to approach them you should talk to the Chairperson of the preschool management committee.

Grievance Hearing

Your Manager will call you to a meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request. After the meeting the Manager will give you a decision in writing, normally within 24 hours.

Appeal

If you are unhappy with your Manager's decision and you wish to appeal you should let your Manager know.

You will be invited to an appeal meeting, normally within five days and your appeal will be heard by the chairperson of the preschool management committee. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request. After the meeting the Chairperson of the preschool management committee will give you a decision, normally within 24 hours. The Chairperson's decision is final.

The Little Ark Preschool
Staff Induction Procedure

Name	
-------------	--

	Signed/Initialled
Contract received	
DBS received/seen	
Job description received	

	Signed/Initialled:
Policy documents seen/received	
Premises tour	
Daily timetable & rota introduction	
Introduction to all staff	
Job description & staff structure explained	
Planning, observation assessment explained	
Introduction to SENCO & SEN arrangements	
Health & Safety procedures explained	
Absence & sickness procedure explained	
Behaviour & sanctions policy explained	
Child Protection procedures explained	
Confidentiality explained	
Food Safety procedures explained	
Fire Drill & Evacuation procedure explained	

I confirm that all of the above have been explained to me dated:

Staff Induction Procedure/Administration Procedure

Name	
-------------	--

	Signed/Initialled	Dated
Contract signed and returned		
References sent		
Reference 1 received		
Reference 2 received		
DBS completed		
DBS received		
Job description signed and returned		
Bank details received		
P45/P46 received		
Policy documents issued		

- Premises tour** - staff member shown around setting, toilet location and personal item storage area
- Daily timetable and rota introduction** - copy of rota and brief explanation of the roles in each area in the setting
- Introduction to all staff** - introduce to staff present
- Job description and staff structure** go through together to ensure the employee understands expectations
- Planning, observation assessment explained** - keyperson responsibilities, learning journals, tapestry, target setting, wellbeing and involvement, Leuven scales and ECAT
- Introduction to SENCO and SEN arrangements** - explanation of folder and individual children targeted plans, personalised plans discussed
- Health and Safety procedures explained** - discuss policy/procedures
- Absence and sickness procedure explained** - staff member to contact Supervisor as early as possible if absent from work, give contact details
- Behaviour and sanctions policy explained** - give an overview of the policy and individuals responsibilities, expectations

The Little Ark Preschool
Staff Induction Procedure/Administration Procedure

Child Protection procedures explained details of designated personal and Safeguarding Course arranged/pink folder discussed

Confidentiality explained - discuss policy including social networking sites and conversations outside the setting

Food Safety procedures explained - overview of hygiene requirements and brief outline of individual responsibilities

Fire Drill & Evacuation procedure - explanation of fire drill and evacuation procedure and assembly points

I confirm that I have completed the above Induction Process with:

.....

Signed	
Dated	
Position	

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, this will be shown to parents on induction)

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. We can also provide resources to parents/carers as and when we receive them and keep them up to date with any information that is relevant or current.

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 and Changing Policy

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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.

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 need we can work with parents to achieve success in toileting.

Nappy/pull up changing records

- Key persons record when they change the child filling out a chart and this is given to the parent on collection, a note is also made in the toileting diary.
- If a child has a sore bottom and parent/carer wishes us to apply sudocrem to the area then they must complete the relevant form giving us their consent.

Young children, intimate care and toileting

- Wherever possible, key persons undertake changing young children in their key groups; back-up key persons change them if the key person is absent.
- There is a list when the children who are in pullups/nappy's need changing for the keychildren in their care.
- Young children from two and a half years may be put into 'pull ups' as soon as they are comfortable with this and if parents agree.
- Changing areas are warm, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Most children prefer to be changed whilst standing up this is done and staff clean them where possible this may not be as effective as children who prefer to lie down.
- All children who are changed in nappies/pull ups will be wiped with wet wipes however this will be unobtrusive and so children may not be fully clean if they have soiled themselves some may remain in crevices and around the genitals this is in line with Safeguarding.
- Key persons ensure that nappy/pull up changing is relaxed and a time to promote independence in young children.

- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

Updated September

2023

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The Little Ark Preschool

Toileting and Changing Policy

- They are encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Key persons are gentle when changing and avoid pulling faces and making negative comment about the nappy/pull up contents.
- All children use the toilet when needed and are encouraged to be independent.
- Members of staffs do not wipe children's bottoms unless there is a need, or unless the child has asked.
- Key persons are responsible for changing where possible. Back-up key persons take over in the key person's absence, but where it is unavoidable that other members of staff are brought in, they must be briefed as to their responsibilities towards designated children, so that no child is inadvertently overlooked and that all children's needs continue to be met.
- Parents are encouraged to provide enough changes of clothes for 'accidents when children are potty training.
- Spare clothes are kept by the setting, they are in good condition and are in a range of appropriate sizes.
- All the children are changed within sight or hearing of other staff whilst maintaining their dignity and privacy at all times, the layout of the setting makes this easy to achieve.
- Key persons undertake changing children in their key groups wherever possible; back up key persons change them if the key person is absent.
- Aprons are provided for staff before changing starts and the area is prepared, gloves are always worn for soiled nappies.
- All members of staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Key persons ensure that nappy changing is relaxed and a happy time for all the children.
- Key persons never turn their back on a child or leave them unattended when being changed.
- 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/buddy 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 encourage the children to empty their own lunchboxes at lunchtime ready for school.
- At snacktime and lunchtime the children are encouraged to use cutlery.
- Children are encouraged to dress and undress themselves ready for PE lessons.
- We will read stories and books about going to school.
- We will assist children in attending any transition days that they are invited to.
- Parents/carers are sent home a 'getting ready for school' pamphlet which is used in conjunction with schools.

The Little Ark Preschool
Food Standards Agency - Allergens

Dear Parents/Carers,

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 an email which will be sent to you. We are still able to give out birthday sweets/chocolates but please give these in at the office beforehand so that we can provide parents with information as necessary, some children are not allowed sweets containing gelatine due to their culture so chocolate is a good alternative.

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)

Registered Charity No. 1136923
Updated June 2022

Reviewed September 2023

Little Ark Preschool
Promoting Positive Behaviour – Biting Policy

Statement

Biting is a common behaviour among children and can be a concern for staff and parents. Biting can often be frightening and painful for the child who has been bitten and also frightening for the child who bites. Biting happens for various reasons with different children and under different circumstances. This is however part of some children's development and can be triggered when they do not yet have the words to communicate their anger, frustration or need or they have an additional need that triggers this reaction. We at the Little Ark follow our positive behaviour policy to promote and ensure positive behaviour at all times.

Aim

We aim to act quickly and efficiently when dealing with any case of biting.

We use the following strategies to prevent biting, we have sensory activities, biting rings, adequate resources and staff who recognise when children need more stimulation or quiet times. We will treat each incident with care and patience, offering comfort to their intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote a better understanding.

Procedure

In the event of a biting incident:

- 1.The child who has been bitten will be the priority and should be comforted and given reassurance.
- 2.Once the child is calm staff will check for any visual injury. If there is a bite mark and it has punctured the skin (skin has been broken) this needs to be cleaned under running water and wiped with an antiseptic wipe, if the skin has not been broken then this should be washed under cold water or cleaned with a cold compress. Staff will explain to the child what is happening and provide support and comfort as this process may be painful.
- 3.If the wound is bleeding, allow it to bleed and then following procedure 2 above. Staff should wear PPE if this happens.
- 4.In cases where the bite has punctured the skin parents need to be contacted immediately as they will need to contact child's GP. If the skin is not broken or there are no obvious marks or bruising then parent will be notified on collection and via Tapestry.
- 5.Photos will be taken of bite mark as soon as reasonably practicable.
- 6.Incident form needs to be filled out by staff member.
- 7.Child who has bitten will have their behaviour managed by keyperson and the consequence of their behaviour will be explained to them in a way which is age and stage appropriate.
 - The child who has caused the bite will be told in terms they understand that biting (the behaviour and not the child) is unkind and that it makes the staff and the child who has been bitten sad.
 - If the child continues to bite, observations will be carried out to try and ascertain a cause e.g. tiredness, frustration. Meeting with parents will be held to develop strategies to prevent biting behaviour . Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.

Little Ark Preschool
Promoting Positive Behaviour – Biting Policy

8. Parent/carer of child who has bitten other child will be informed at collection time, this will be handled sensitively and away from other parents, no children's names will be discussed as this is confidential.

9. Where a child may repeatedly bite and/or if have a SEN or disability that includes biting e.g. in some cases of ASD where a child doesn't have the communication skills, the setting will carry out a risk assessment.

Arrangements to Support this Policy

Key Notes

- Staff should be aware that biting incidents can cause parents distress and worry so they need to be sensitive and supportive at all times
- Staff should involve parents/carers every step of the way and state that this needs to be implemented at home as well as the setting
- All staff need to work together and be aware of these triggers and be able to identify and reduce them

Strategies to Support Management of Biting Incidents

- Staff may need to increase supervision of the child who is biting, could be particular parts of the day or by reducing numbers Provide positive behaviour and encouragement to child who is biting and avoid excessive attention following an incident
- Evaluate the route is it meeting needs of the child, does it provide experiences for the child indoors and outdoors. Group activities are good for all the children but not as a holding exercise.
- Staff need to plan activities which help release frustration such as physical outdoor play and malleable activities e.g. playdough and gloop.
- Cosy areas need to be around the setting for children to relax in and activities which release tension e.g. splashing water, digging in sand, using sensory equipment.