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# MUSCLIFF COMMUNITY PLAYGROUP FIRST OPENED IN JANUARY 1990.

## We Are Open:

|  |  |
| --- | --- |
| Monday  | 9.15 am-12.15 pm or 12.30 pm-3.30 pm or 9.15-3.30. |
| Tuesday | 9.15 am-1.15 pm. (Last hour is optional for lunch). |
| Wednesday  | 9.15 am-12.15 pm or 12.30 pm-3.30 or 9.15-3.30. |
| Thursday | 9.15 am-12.15 pm or 12.30 pm-3.30 or 9.15-3.30. |
|  |  |

## Introduction

We extend a warm welcome to you; our playgroup is a Community run group using a modem local Community Centre within Muscliff Park on the northern edge of a large conurbation of Bournemouth. The majority of children attending our group come from the housing estates of Muscliff, Stourvale Meadows and Throop Village as well as from Winton, Moordown, Northbourne and Charminster.

The playgroup has a safe and secure outside area overlooking the park/countryside with disabled access to and within the building. We provide an excellent range of art materials, pre-school toys and modern equipment which is regularly updated. The playgroup is located on the 14 bus route and also has a separate car park to serve all the community.

## Vision

The playgroup seeks to involve parents and children in a strong playgroup/home partnership, believing that this is a great asset to the child's development and helps to provide consistency and continuity of care. Establishing a partnership with parents enables us to provide for the needs of your child.

We recognise the responsibility that parents/carers place upon us to ensure that their children are safe and receive the best possible education.

We seek to provide the best possible opportunities for each child and through this provision benefit the child and the family in a friendly, caring environment where each child/adult is valued and treated equally. By maintaining a nurturing environment with hard working, trained, motivated staff, and supportive parents, each child will enjoy a beneficial learning experience which will lay the foundation for future learning.

## Values

Our group is a community run group where we encourage parents to work with us and to be as involved as they wish. We have a committee who work hard with the staff in various ways such as securing extra money by fundraising each year so that we are able to purchase additional items.

We believe that the commitment to staff training and consistent staffing enables us to maintain the excellent team work.

We feel that by assigning each child a key-worker we are able to focus our support to benefit the child. However all the staff are willing to discuss any concerns you may have about your child at any time.

Our group has an additional member of staff each session to the requirements laid down by OFSTED. This enables us to do more 1 to I activities with the children tailored to each child's needs and gives us a high ratio (1 to 4/5) of adults to children enabling us to provide individual care.

We are very proud of our Staffs’ abilities in assessing and recognising children who would benefit from additional support. We have staff who work together with parents and other agencies such as Early Years and if possible secure extra money for 1 to 1 help.

The SENCO and Supervisor offer advice and support to parents with children who need additional help.

We seek to enhance each child's experience by the very thorough assessing and monitoring of children's development and the curriculum. Activities are planned taking into account where each child is and what they are working on next.

We are also proud of our OFSTED inspection reports. Our last one was in January 2019 when we received a GOOD outcome. If you would like to read a summary of this in more detail pleases ask the supervisor for a copy. Main inspections for all groups can be found on the Internet. Also in 2006 and 2011 we had awards for the HEY bronze and silver (Healthy Early Years) schemes and the QUALITY STANDARDS AWARD (An award for quality from Bournemouth's Early Years Team) again in 2012 completing and passing this scheme.

## Aims And Objectives

To enhance the development and education of children under statutory school age in a parent involved community-based group.

To provide a safe, secure and stimulating environment where the children will be happy and comfortable so that they can take maximum advantage of the educational and social opportunities offered to them.

To encourage the children to be successful, feel confident and secure in all that they do.

To promote self-confidence in all the children no matter their gender, ethnicity, home language, special needs disability or ability.

To provide opportunities for each child to reach their full academic and social potential via an Early Year's curriculum appropriate to each child's abilities and age.

To work within the framework that enables equality of opportunity for all children and their families.

To find out about each child's ethnic, faith and cultural heritage and home experiences, so that familiar experiences and interests can be used as starting points for learning and teaching.

To establish feelings of trust and respect with parents and children.

To promote an atmosphere of kindness and mutual respect.

To manage carefully the transition between home and playgroup, toddler group and playgroup, and playgroup and school.

## The Early Years Foundation Stage.

We offer a curriculum, based on the aims/learning outcomes of the Early Years Foundation Stage which is for children age birth to five years. The curriculum is tailored to the needs of each individual child by means of developmentally appropriate play activities offering a high level of individual adult input. Also children will be involved in activities evolving from their interests and imaginary play.

Learning through play-“Children learn to make sense of the world around them through play developing their social, and cognitive skills, are able to mature emotionally and gain the self-confidence to try new experience and environments” (Wikipedia).

“Play helps young children to learn and develop their physical, social, emotional and intellectual skills through doing and talking which research has shown to be the means by which young children learn to think. It is also how they learn to socialise as children engage in learning experiences with other children and adults.” (Early Years Alliance).

It is important that children learn for themselves at their own pace, so we support and encourage but resist the temptation to be over helpful. We will help each child to develop in all areas and we appreciate your home support.

THE EARLY YEARS FOUNDATION STAGE-

Parents can access more information about the Early Years Foundation Stage by visiting the DFE website

# PRIME AREAS OF LEARNING AND DEVELOPMENT.

##  Personal Social And Emotional Development.

 UNDERSTANDING EMOTIONS-

 Children at the expected level of development will:

 Explain the reasons for rules, know right from wrong and try to behave accordingly.

 Show an understanding of their own feelings and those of others, and begin to regulate their behaviour accordingly.

 Give focused attention to what the teacher says, responding appropriately even when engaged

 in activity, and show an ability to follow instructions involving several ideas or actions.

SENSE OF SELF-

Children at the expected level of development will:

Be confident to try new activities and show independence, resilience and perseverance in the face of challenge.

Explain the reasons for rules, know right from wrong and try to behave accordingly.

Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.

MAKING RELATIONSHIPS-

Children at the expected level of development will:

Explain reasons for rules, know right from wrong and try to behave accordingly.

Work and play cooperatively and take turns with others.

Form positive attachments to adults and friendships with peers.

Show sensitivity to their own and to others’ needs.

##  Physical Development.

 GROSS MOTOR SKILLS-

Children at the expected level of development will:

Negotiate space and obstacles safely, with consideration for themselves and others.

Demonstrate strength, balance and coordination when playing.

Move energetically, such as running, jumping, dancing, hopping, skipping and climbing.

FINE MOTOR SKILLS-

Children at the expected level of development will:

Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases.

Use a range of small tools, including scissors, paint brushes and cutlery.

Begin to show accuracy and care when drawing.

##  Communication And Language.

 LISTENING AND ATTENTION-

Children at the expected level of development will:

Give focussed attention to what the teacher says, responding appropriately even when engaged in activity, and show an ability to follow instructions involving several ideas or actions.

Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole class discussions and small group interactions.

Make comments about what they have heard and ask questions to clarify their understanding.

Hold conversation when engaged in back-and-forth exchanges with teachers and peers.

SPEAKING-

Children at the expected level of development will:

Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary.

Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate.

Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher.

Hold conversation when engaged in back-and-forth exchanged with their teacher and peers.

UNDERSTANDING-

Make comments about what they have heard and ask questions to clarify their understanding.

Hold conversations when engaged in back-and-forth exchanges with their teachers and peers.

# SPECIFIC AREAS.

##  Literacy.

 COMPREHENSION-

Demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary.

Anticipate – Where appropriate key events in stories.

Use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role-play.

WORD READING-

Children at the expected level of development will:

Say a sound for each letter in the alphabet and at least 10 digraphs.

Read words consistent with their phonic knowledge by sound-blending.

Read aloud simple sentences and books that are consistent with their phonic knowledge, including some common exception words.

WRITING-

Children at the expected level of development will:

Write recognisable letters, most of which are correctly formed.

Spell words by identifying sounds in them and representing the sounds with a letter or letters.

Write simple phrases and sentences that can be read by others.

##  Mathematics.

 NUMBER-

Children at the expected level of development will:

Have a deep understanding of number to 10, including the composition of each number.

Subitise (recognise quantities without counting) up to 5.

Automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts.

NUMERICAL PATTERNS-

Children at the expected level of development will:

Verbally count beyond 20, verbally recognising the pattern of the counting system.

Compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity.

##  Understanding The World.

 PAST AND PRESENT-Talk about the lives of people around them and their roles in society.

Know some similarities and differences between things in the past and now, drawing on their experiences and what has been read in class.

Understand the past through settings, characters and events encountered in books read in class and story telling.

PEOPLE, CULTURE AND COMMUNITIES-

Children at the expected level of development will:

Describe their immediate environment using knowledge from observation, discussion, stories, non-fiction texts and maps.

Know some similarities and differences between different religious and cultural communities in this country, drawing on their experience and what has been read in class.

Explain some similarities and differences between life in this country and life in other countries, drawing on knowledge from stories, non-fiction texts and – when appropriate – maps.

THE NATURAL WORLD-

Children at the expected level of development will:

Explore the natural world around them, making observations and drawing pictures of animals and plants.

Know some similarities and differences between the natural world around them and contrasting environment, drawing on their experiences and what has been read in class.

Understand some important processes and changes in the natural world around then, including the seasons and changing states of matter.

 Expressive Arts And Design.

 CREATING WITH MATERIALS-

Children at the expected level of development will:

Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

Share their creations, explaining the process they have used.

Making use of props and materials when role playing characters in narratives and stories.

BEING IMAGINATIVE AND EXPRESSIVE

Children at the expected level of development will:

Invent, adapt and recount narratives and stories with peers and their teacher.

Sing a range of well-known nursery rhymes and songs.

Perform songs, rhymes, poems and stories with others, and – when appropriate – try to move in time to music.

IF YOU WOULD LIKE MORE INFORMATION ABOUT THE FOUNDATION YEARS, PLEASE VISIT www.birthto5matters.org.uk

# THE EARLY YEARS FOUNDATION STAGE.

Apart from the 7 areas of learning there are also four themes to the Early Years Foundation Stage-

## Overarching principles

Four guiding principles should shape practice in early years settings. These are:

**A UNIQUE CHILD.**

Every child is a **unique child**, who is constantly learning and can be resilient,

capable, confident and self-assured

**POSITIVE RELATIONSHIPS**

Children learn to be strong and independent through **positive relationships**

**ENABLING ENVIRONMENTS**

Children learn and develop well in **enabling environments with teaching and support from adults,** who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.

**LEARNING AND DEVELOPMENT**

Importance of **learning and development.** Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with Special Educational Needs and Disabilities (SEND).

POLICIES

Our policy statements are enclosed with this prospectus. Please read them all carefully as you will be required to sign the registration form and in doing so will be agreeing to accept and abide by our policies/procedures.

All our policies and procedures are designed to offer the best possible experience for the children and families in the group. Our policies/procedures and this prospectus are reviewed and updated on a yearly basis in the spring term and when required. In addition to this policies and procedures are reviewed whenever new guidelines are issued or changes occur to the Children's Act/Education Act. Comments and views on our prospectus, policies and procedures from parents are always welcome.

## Consent Forms.

We require consent forms for Incident and emergency treatment, which you will find on the registration form. Please ensure these are completed before handing in your registration form. We also require your written consent before administering any medicines you may request us to. Further information is in our Medicines policy enclosed. Other consent forms/signatures required by the group are mentioned in our policies and procedures so please read carefully to familiarise yourself with what is required.

## ADDITIONAL NEEDS.

The number of adults present in the playgroup enables us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of additional needs. If you would like to discuss the group's ability to meet your child's needs, please talk to the playgroup leader or group SENCO (Caron Evans). Our full special needs policy is available separately; please ask us if you would like a copy.

MANAGEMENT AND ADMINISTRATION

## Decision-Making

An elected committee of parents runs the playgroup, rather than it being owned by one person. This ensures that major decision-making is in the hands of the parents who use the group. The committee/staff are responsible for reviewing both policy and practice, and for the employment, pay and appraisal of members of staff. Our Annual General Meeting, at which the committee for the following year is elected, is held in the Summer Term and parents will be informed in good time so they are able to attend.

The committee is made up of a Chairperson, Vice-chair, Secretary, Treasurer and other committee members totalling no more than 15. The committee work with the supervisor in decision-making and any changes to policies, fees and new guidelines, and are responsible for all fundraising activities. Any parents who are not on the committee are welcome to help with fundraising activities as well.

The chairperson leads the committee meetings and liaises closely with the supervisor. The treasurer assists the book-keeper who collects money from the parents, paying the wages and bills, and liaises with the supervisor regarding any purchases to be made. The secretary takes the minutes and is responsible for advertisements for fundraising and the writing of letters when required.

Helping with fundraising.

The Committee will ensure the Supervisor contacts Ofsted if we change – our address, our Registration or Charity Number, the nominated person, opening hours or any significant event which is likely to affect our suitability.

## Fee Policy.

Fees are £6.75 per hour. All children will get a half-termly bill. Fees will be worked out on an hourly not sessional basis and any hours over the maximum funded allowance will be at a rate of £6.75 per hour. The funded hours monies from the council work out at £5.57 per hour for a funded 2 year old and £4.49 for a 3 and 4 year old which has been set by the local authority.

If your chid is funded the fees must be settled within the first three weeks of each half term. Any fees must not be outstanding for more than two weeks, a late payment fee of £5.00 will be added to your child’s bill and the child's place may be terminated. Fees are to be placed in an envelope with your child's name and amount on. You will be given a receipt. Fees continue to be payable if a child is absent without notice. Fees for the first half a term (September/October) for new children will be required on 1st July prior to starting, you will be given your bill in May. If your child receives the two year old funding the amount is slightly higher.

An additional £2.50 per session for all children receiving 3 and 4 year old funding will be added to each bill to cover the cost of consumables as the funding from the BCP council has been reduced and any funding your child receives only covers their education with us.

This cost is for snacks, cooking and art resources, replacement of toys/equipment/photographs and stationary for your child’s learning folder and communication book/equipment used for changing children after accidents or getting wet from water play such as wipes, gloves, toilet paper, nappy and clothing bags, tissues, PPE resources and first aid supplies.

Costs are-

£6.75 per hour.

Morning session £20.25.

Afternoon session £20.25.

All day 6 ¼ hours £42.19.

Consumable cost £3 per session.

Later payment fee £5.00

Late pick up fee £5 for first 15 minutes, £5.00 for every 5 minutes there after.

Our group has a limited number of totally free spaces for a funded child and these will be allocated on a termly basis as required according to your circumstances.

Children are required to attend a minimum of two sessions per week. These sessions must be on separate days across the week. Two sessions are not able to be counted for 1 full day session only.

Each child's attendance at the group is conditional upon continued payment of any necessary fees. For any child eligible for funding by the Local Authority (the term following their third birthday) the children will be funded by the hour not the session. FUNDING WILL COVER UP TO 15 HOURS PER WEEK. This means that if your child is doing 15 hours or less with us, your child will receive the funding. If the total hours equal more than 15 hours the number of hours over the 15 would be paid for each week at a cost of £6.75 per hour.

Where two parents are working your child may be entitled to claim up to 30 hours, you can check if your child is eligible through the Government website. All children will be required to pay an Administration fee/ Deposit of £50.00.

The supervisor will notify the LEA straight away if a child leaves the group for any reason. 6 weeks notice is needed to be given and as we will have to give 2 weeks funded monies back to the LEA for the time when your child is not with us, you will be requested to pay the fees for these 2 weeks. This will be waived if the group can cover those absences with another child covering those days. Should there be any increase in the amount of funded monies given by the authority or changes to the cost of a session you will be notified as soon as possible. 6 weeks notice also applies if a child drops any sessions.

If your child is collected more than 15 minutes late at the end of a session there will be a cost of £5.00.

Parents of children who are funded will be given a “Parental Contract” to sign explaining the funding rules.

Policy adopted at a committee meeting on-

Mrs Bev King-Chairperson………………………………………………………..

STARTING PLAYGROUP

## Before Starting Playgroup

We recommend visiting our group with your child during a playgroup session in the summer term prior to admission; this helps your child become familiar with the group, staff and routines.

## The First Days

Each time you bring your child to playgroup you must sign them in on the daily sheet on the desk, when everyone is in, the register will be ticked and then called by the supervisor. Please pay any monies the same time in a marked envelope with your Childs name on, amount and how many weeks the money is for. If they are staying to lunch leave their lunch boxes in the entrance hall. Receipts can be signed for monies paid once the bookkeeper has sorted them once a week. When you have collected your child you must sign for them at the front door before leaving the premises. This will take time but please be patient as this is for safety reasons.

## Settling In Strategy

A child who is tense or unhappy will not learn properly, so it is important for parents and playgroup staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle. It is recommended that a parent stays with the child until parents and playgroup staff are in agreement that they are ready to be left. It may be necessary to separate from your children for brief periods at first, gradually building up to longer absences. We will work in consultation with parents as to what is best for each individual child.

In September when most of our new children join us, a member of staff is made available each morning to welcome the new children and help them to settle into the setting.

Gradually we explain our rules, show them where the toilets etc. are situated and generally support the children. Adults and children are encouraged to visit the setting at intervals prior to starting to familiarize themselves with their surroundings.

## Transition Strategy

Reception teachers from our local primary schools sometimes visit the setting. The Supervisor and staff complete Transfer records which are passed onto the relevant school. Each primary school organises their own familiarization sessions such as a short visit prior to starting etc. so the children become comfortable in their new surroundings. We help to prepare the children for the move from Pre-school to school by talking about school with the aid of stories, role-play, practising lining up, taking turns and sharing.

## Daily Routine

The routine of the session is as follows:-

|  |  |
| --- | --- |
| AMRegister timePlay and Snack time/ToiletsPlay timeCircle time (Story, Singing, Game, Discussion)Play timeLarge Group activity | PMRegister timeToiletsLunch timeCircle timePlay timeLarge Group activity |

We also have Free-Flow for physical play or Large Group physical play. We use a visual timetable to help children learn this routine and a visual snack timetable for Snack Time.

## What To Wear.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washable or not too new. It is good for children to practise the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to (dungarees or tight belts are not ideal if your child is just out of nappies or in trainer pants) and to put on and take off outdoor clothes without being too dependent on other people's help. Please ensure your child's coat is named clearly. During the summer months we do spend a lot of time outside so please ensure your child has a named sun hat with them and that you apply sun cream. We hope that your child's time in playgroup will be very happy and productive one. If you have any queries or if we can be of any help, please contact the staff/committee at any time. Children must wear sensible close fitting shoes/sandals and no flip flops. If they come in boots they must change into shoes which are more comfortable.

## Food

Each session your child will be offered a drink of milk or water, fruit or vegetable and a biscuit/other snack such as ryvita or toast. If your child is allergic to any of the items mentioned above, or any others, can you make sure that this is written down on their registration form so alternative arrangements can be made. If your child is bringing a packed lunch please can you make sure it contains healthy items and a drink, no chocolate, or fizzy drinks or items containing nuts/sesame seeds. We appreciate your support with this.

## Big bin recycling rota

Occasionally your child will bring home a bag of paper/card recycling to put in your bin.

## The Role Of Parents

The playgroup recognises parents as the first and most important educators of their young children, we aim to support you. Parents are welcomed:

* to work in the group with the children
* to assist with fund-raising
* to take part in the management of the playgroup

## Key Persons

Our key person system gives each member of staff particular responsibility for a group of children. Each child in the group has one special adult to relate to, which can make settling into the group very much easier. Key-people will write in your child's communication book, make additional observations, plan children’s next steps and write play-plans and their Transition report for the primary school they are moving on to. Parents and Key people will work together helping their child’s development and acquiring any specialist help for their child when required.

## Record Keeping And Observations

With so many adults working in the group, we are able to implement an excellent record keeping system in which observations of the children in the group are used as a basis for drawing up a curriculum for each child. All staff will observe all the children. The key person is responsible for planning activities to help their children move on after observing them in play or at an activity.

The Key person will be responsible for writing a transfer report for each child who will be transitioning to school in the spring term explaining where your child has reached and their next steps. This will be signed by parents and given to chosen school. For children aged 2 to 3 years the key-person will keep a ‘Summary of development’ which will highlight areas where your child is progressing well and also focus on any areas where practitioners may be concerned about any areas of delay such as speech, disability or special educational needs. This will then give details of strategies the group will adopt to help a child in these areas of development. This summary will be shared with the parents and any other relevant professionals including the health visitor (This is called a 2 year check).

In July each child will receive another report. Children going to school will have a Transfer record completed; this is given to your child’s teacher at a special meeting prior to them starting. Parents will be allowed to look at it before it is sent off. Each child has their own folders containing their records. Should you wish to see these at any time, please see the Supervisor who will be happy to explain what they contain. These will be given to you when your child leaves playgroup.

## Childs Registration Forms.

Before your child can start playgroup we must be in possession of a completed registration form. It is vital that we are notified immediately of any changes of address, telephone numbers, emergency contact numbers, medical details or any other information with regards to your child.

## Trips.

During June, the children go on an outing often to 'Adventure wonderland' at Hurn. Children usually travel with parents in their cars and meet the staff there. Trips are decided by the committee and staff each year. Children also go on short walks in the area. Parents sign to agree that their child can go (see registration form).

# ADULT RESOURCES

We are proud of the high ratio of adults to children in our group, this being 1 adult to every 4/5 children

## Staff -The Regular Staff In The Group Are:-

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Qualifications/ Courses** |
| Phoebe Carter | Manager.Deputy safeguarding assistant.First Aider | CACHE Level 3 Diploma in childcare and education. CACHE Level 2 Certificate in Childcare and Education, Safeguarding and prevent training. Paediactric First Aid, Understanding Autism Awareness Level 2,Food hygiene, Epipen Training |
| Caron Evans | Deputy Supervisor (Acting supervisor)/ SENCOFirst aider. | DPP, CAF and Lead professional training/Early Help arrangements. Behaviour Management, Safeguarding, First-Aid, Food hygiene, Makaton, Disability Awareness, Multi-Cultural and Race Awareness, Special Needs, Take Ten for Play, IEP Training. Eklan speech and language, Communication champion, Epipen Training. |
|  |  |  |
| Dawn Peach | Qualified Playgroup Assistant DSL-Designated safeguarding lead.Responsible for Equal Opportunities (ENCO). Behaviour officer.First aider. | DPP, Learning Through Play Course, First Aid, ENCO training. Safeguarding Multi agency level 3. Managing children's Behaviour, Food hygiene/Food Safety. Epipen TrainingPrevent lead. |
|  |  |  |
| Kelly Pink | Qualified playgroup assistant.First Aider | NVQ level 3 and 2.Food safety, Safeguarding, Paediatric First Aid  |
| Jill Burns | Playgroup AssistantFirst Aider | Safeguarding Training, Paediatric First Aid Training, Epipen Training. |
|  |  |  |
|  |  |  |
| Louise CliffeMichelle Miles  | Playgroup AssistantFirst AiderPlaygroup AssistantFirst Aider | Safeguarding Training, Paediatric First Aid Training, Epipen Training.Safeguarding Training, Paediatric First Aid Training, Epipen Training. |
|  |  |  |
| DPPNVQ |  | Diploma in Playgroup Practice.National Vocational Qualification. |
| SENCO |  | Special needs Co-ordinator. |
| IEP |  | Individual Education Plan. |

As part of an ongoing policy of training, the staff have also attended one-day/short courses on Observation and Record Keeping, Food hygiene, Health and Safety, Equal Opportunities, Science, Music, Technology,

Craft, Epi-pen training and One-to-One work, Safeguarding issues, Behaviour Management, Outdoor environment etc.

**Training**

Our membership of the Early Years Alliance ensures that we are constantly in touch with new thinking in the field of child education and care. Ongoing training is available through the Early Years Alliance

courses and the Local Education Authority (LA).

# ADMISSIONS POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP

Muscliff Community Playgroup is open to every family in the community. Our waiting list is not operated on a first come first served basis, but on a fairer system, we use the following system for accepting children from the waiting list.

1. Each name is entered in birthday order, e.g. under the academic year they are due to start.
2. Priority is given only to brothers and sisters of children that have previously attended the group.
3. There is no religious/racial/culture/ability/class or gender discrimination shown. Children with additional needs are welcome in our group. Any medical training for staff, care plans and insurance cover must be in place before starting.
4. If we fill all available places any child remaining on the list is given the opportunity to go on the list for the following intake, (as per (i) above).
5. In cases of emergencies we will negotiate with OFSTED for dispensation regarding group numbers.
6. Our group is registered for children aged 2 to under 5 years. We accept children into our group from 2 years 6 months usually in the autumn term. However if we have spaces during the year the next oldest child on the waiting list will be offered the place, if there is no-one old enough and someone contacts us who is, we will take them. We take 24 children per session.
7. An admin fee/deposit of £50.00 cheque/cash will be required from all children when a place is accepted.
8. Any children who have not reached the minimum starting age by the September of the academic year they are due to start, can reserve a place/places for their child providing they pay for any sessions held open until they reach 2 ½.

This Policy was adopted at a special meeting for committee and parents of Muscliff Community Playgroup

held on ........ 9/3/4...

Policy reviewed …………………….Mrs Bev King Chairperson...............................................

# BEHAVIOUR/DISCIPLINE POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP.

Muscliff Community Playgroup believes that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to promote acceptable behaviour and respect for others. In order to achieve this:

Rules governing the conduct of the group and the behaviour of the children are discussed and agreed within the group and explained to all newcomers, both adults and children. Our golden rules are on display and used to remind children during a session of desirable behaviours. The person responsible for Behaviour in our group is Mrs Dawn Peach.

## Expectations Of Staff/Adults

* All adults present in the group are responsible for ensuring that the rules are applied consistently, establishing clear boundaries so that the children have the security of knowing what to expect and can build useful habits of behaviour.
* All adults are aware that their own friendliness, care, courtesy and behaviour, provide a positive role model for the children.
* Bullying, harassment, name calling, bad language and swearing will not be accepted in the group.
* Care is taken to praise and endorse behaviour, which the group sees as desirable, such as kindness and willingness to share, so that there is no risk of children receiving adult attention only in return for undesirable behaviour.
* All adults adopt a consistent and positive approach to the management of children's behaviour.
* Adults are aware of, and respect, varying cultural customs regarding interactions between people and do not, for example, expect eye contact with children who consider this impolite.
* Adults are aware that some behaviour may arise from a child's Additional needs/Disability.
* Adults handling of behaviour problems are developmentally appropriate, respecting individual children's level of understanding and maturity. Adults will use the least intrusive intervention in order to maintain everyone's dignity.

## Expectations Of Children

We aim to support children and manage behaviour in a safe and nurturing environment. We will teach and encourage children to behave appropriately.

* Children will be helped to learn to share and take turns.
* Children will be taught the group rules and be expected to abide by them. Our Golden rules:-we walk, we listen, we have kind hands, we have quiet time, we help each other, we are all friends.
* Bullying, harassment, name calling, bad language and swearing will not be accepted in the group and children will be supported in seeing why this is wrong.
* Children will be encouraged to take responsibility for their surroundings and take care of the property of others as well as their own.
* Children will be taught to care and respect other people and look after their environment via our curriculum and by adults acting as positive role models.
* Children will be helped to learn it is always best to tell the truth and to be honest.

We will encourage positive behaviour by ensuring it is praised and reinforced, by providing positive role models and by helping children to understand the effects of their behaviour on others, and helping them to find solutions to conflict.

We will help and encourage children to tell a member of staff and to challenge bullying, harassment and name calling in appropriate ways.

## Managing Children's Behaviour

We use several methods to manage children's behaviour:

1. Diversion/distraction
2. Discussion, this is always appropriate to a child's level of understanding/development.
3. Reinforcement
4. Body language
5. Voice tone
6. Proximity praise - praising a child engaging in appropriate behaviour in the close proximity, this tends to have a ripple effect.
7. Rule reminders - What are you doing? What should you be doing? This helps a child to focus.
8. I statements - "I feel when you... .." This helps a child take ownership for their behaviour.
9. Praise and reward.
10. Withdrawal-"Come and sit with me and watch the other children". Time to talk through problem.
11. Thinking time-used in response to aggressive/dangerous behaviour. Time for a child in a specific place to think about their actions with no attention given. At playgroup this is a brown chair After a couple of minutes an adult will talk through the incident with the child, the consequences, etc. and then support them back to play. A Thinking Time sheet will be completed, and a parent will be asked to sign this unless the child has an individual behaviour plan in which case the log will be completed. Staff will speak to a parent about this in a private area. (This chair is also used by children if they want to have some time to themselves before joining back in play).
12. Seclusion-Removal of child possibly to another room but always in view of another adult. Used as a last measure in response to dangerous/disruptive behaviour.
13. The designated adult will monitor children's behaviour.

We recognise that children are learning to deal with a range of emotions and feelings, and we acknowledge those feelings and work with children to find constructive solutions. Being able to walk away from confrontational situations and take 'Thinking time' to calm down before acting more rationally is a life skill. We teach 'Thinking time' to help the children cope with situations in life that they may find difficult.

## When Children Behave In Unacceptable Ways

1. Physical punishment, such as smacking or shaking, is never used, nor is it ever threatened.
2. Techniques intended to single out and humiliate individuals, are never used.
3. Children are given one-to-one adult support in seeing what was wrong and in working towards a better pattern of behaviour.
4. In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes is made clear immediately, but by means of explanations rather than personal blame. Parents will be informed and asked to sign the behaviour incident record.
5. The behaviour incident form is a confidential record and will only be seen by staff and the parents of the child. Victim's parents will be informed of the incident, but children's names will not be given.
6. Children who regularly display serious inappropriate behaviours will be supported as will their parents and an individual behaviour plan will be drawn up by the groups SENCO and member of staff responsible for behaviour management in consultation with the parents using agreed strategies to encourage the child to develop appropriate/acceptable behaviours. Incidents will be recorded at the time they happen using the ABC (Antecedent, Behaviour, Consequence) method which enables us to look for patterns of behaviour and triggers for inappropriate behaviour.
7. It is our policy that no child should be excluded if possible and no action will take place until there has been extensive consultation with the child’s parent/family. However, should the strategy outlined in paragraph vi. (above) not be resolved, the situation and the child’s behaviour be detrimental to the wellbeing of other children and/or staff, then the playgroup will consult with the Early Years Team for advice and support, or any other agencies involved.
8. In cases of misbehaviour, it is always made clear to the child(ren) in question that it is the behaviour and not the child, which is unwelcome and unacceptable.
9. Adults do not shout, or raise their voices in a threatening way and any inappropriate behaviour is dealt with sensitively and appropriately.
10. Physical intervention, e.g. holding, is only used to prevent injury to the child or other children, damage, or an accident, e.g. perhaps when a child is having a temper tantrum and they are at risk of hurting themselves/others.
11. If physical intervention is appropriate, then the intervention is achieved with minimum force and for minimum time. Any such incidents are recorded and parents will be notified on the day and asked to sign the book.

## Working Together With Parents

It is vital that we all work together to encourage acceptable behaviour and that all children in our care are free to develop their play and learning without the fear of being hurt. In order to do this:­

1. We ask parents to re-enforce our "expectations of children" at home so that your child receives the same messages both at home and playgroup thus learning what is expected of them.
2. We ask all parents to read this policy carefully. If you disagree with it in any way or are not happy, or don't understand something then please speak to the supervisor or Dawn Peach immediately.
3. We ask all parents to sign to say they do agree with our policy and procedures.
4. We ask that you do not tell your child to hit back, but to tell an adult.
5. Teach your child by example that bullying is wrong.
6. If someone is trying to make your child unhappy or uncomfortable then they are bullying. If you think that your child may be being bullied, then speak to the supervisor or member of staff immediately. Bullying of any form will not be tolerated in our group and all children/parents/staff deserve the right to be happy and comfortable in playgroup.

By these means we work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect.

This policy was adopted by the parents and committee of the Muscliff Community Playgroup at a special meeting

Held on 22/1/02 .

Reviewed …………………..signed Mrs Bev King Chairperson ... .......

# SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURES FOR THE MUSCLIFF COMMUNITY PLAYGROUP

Safeguarding is a serious matter and if a setting/practitioner/parent has any concerns or queries these can be talked through with the MASH team and the contact details are below.

Do not delay. Prompt action is essential to avoid any possibility of children being put at unnecessary further risk.

## Gateway Contacts

|  |
| --- |
| Safeguarding is Everybody's Business BCP Safeguarding Contact Details (children)  |
| First Response Hub |
| If you have concerns about the safety or welfare of children and young people or if you require support in agreeing an Ear1y Help offer, the Children's Services First Response Hub is the first point of contact for everyone, providing access to all services for children and families living in Bournemouth, Christchurch and Poole. The Children's Services First Response Hub provides the public and professionals with advice, information and support for children who are vulnerable and at risk and is made up of the Multi-Agency Safeguarding Hub (MASH) and Early Help Team.  |
| Telephone: 01202 123334 Monday to Thursday 8.30am to 5.15pm and Friday 8.30am to 4.45pm Email: childrensfirstresponse@bcpcouncil.gov.uk  |
|  |
| Out of Hours Service  |
| The Children's Social Care Out of Hours service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm. Hours of operation are 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day.  |
| Telephone: 01202 738256 Email: childrensoohs@bcpcouncil.gov.uk |
| In an emergency, or if you believe a child is at immediate **risk** of harm, call the police on 999 |
|  |
| Named Senior Officer / LADO must be informed of accusations made against staff. Please note it may be appropriate to contact the LADO if an allegation is made against someone who is closely associated with a staff member/ practitioner/ childminder.  |
| BCP Local Authority Designated Officers: Stephanie Power and Tina Cooper The main contact number for the service is: 01202 817600The secure email for the service is: lado@bcpcouncil.gov.uk |

## Designated safeguarding leads

Dawn Peach - Designated Safeguarding Lead

Phoebe Carter - Deputy Designated Safeguarding Lead and Supervisor.

Chairperson - Committee Safeguarding role.

## Introduction

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of harm is promptly and appropriately responded to. We have a duty of care to the children. All children deserve the opportunity to achieve their full potential, grow up adequately cared for, be safe from harm and have their health, educational, social, cultural and racial needs met.

## Children’s Services First Response Hub

Are you worried about a **child** or **young person?**

BCP Children's Services **First Response Hub** is the new single point of contact for BCP Children's Social Care and Early Help.

Starting **Monday 18 May 2020,** there will be one phone number and one email address for all new contacts and referrals into BCP Children's Services.

If you have concerns about the safety or welfare of children and young people or if you require support in agreeing an Early Help offer, the Children's Services First Response Hub is the first point of contact for everyone, providing access to all services for children and families living in Bournemouth, Christchurch and Poole.

The Children's Services First Response Hub provides the public and professionals with advice, information and support for children who are vulnerable and at risk and is made up of the Multi-Agency Safeguarding Hub (MASH) and Early Help Team who provide:

* a prompt response when children or young people are considered to be at risk of harm
* advice and support for practitioners in agreeing an early help offer for children and young people
* simpler access to advice and support

A revised inter-agency referral form has also been created and will be available on our websites (fid.bcpcouncil.gov.uk and bcpcouncil.gov.uk), further enhancing the speed and ease of referrals.

**Contact the Children's Services First Response Hub:**

* if you are worried a child or young person is at risk of, or is being hurt or abused
* if you know of a child or young person who may be vulnerable without additional help and support
* if you want to know more about the services available to support children, young people and their families

**T. 01202 123334** Monday to Thursday: 8.30am to 5.15pm, Friday: 8.30am-4.45pm

**E.** childrensfirstresponse@bcpcouncil.gov.uk

**For urgent referrals in relation to child protection:**

In an emergency, or if you believe a child is at immediate risk of harm, call the police on 999.

**Out Of Hours** - The Children's Social Care Out of Hours service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm.

Hours of operation are 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day.

**T. 01202 738256**

**E.** Childrens00HS@bcpcouncil.gov.uk

**Confidentiality**

If you're not sure whether a child is at risk you can discuss the circumstances with us or with someone else who works with children, such as a teacher or health visitor. All professionals who work with children have a responsibility to safeguard them and will know how to help.

Confidential information is information of some sensitivity which is not already lawfully in the public domain, or readily available from another public source, and which has been shared in a relationship where the person giving the information understood that it would not be shared with others.

Legally, where there is a confidential relationship, anyone receiving confidential information is under a duty not to pass it on.

However, this duty is not absolute and information can be shared without breaching the duty if:

* the information is not confidential in nature
* the person to whom the duty is owed has given explicit consent
* there is an overriding public interest in disclosure
* sharing is required by a court order or other legal obligation

## Policy Statement

## Our playgroup works with children, their parents and the community where the safety of children is paramount to enable them to have the best possible start in life.

## Aims And Objectives

* Promote and encourage children to develop a positive self-image, regardless of race, language, religion, culture, disability or home background.
* Support children to establish and sustain positive relationships with their families as well as their peers and with other adults within our playgroup.
* Encourage children to develop a sense of autonomy and independence, enabling children to develop self-confidence.
* Work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work includes (this list is not exhaustive):

Safeguarding Vulnerable Group Act 2006.

The Children's Act 1989

The Children Act 2004

Human Rights Act 1998

Data Protection Act May 2018 (GDPR)

The Protection of Children's Act 1999

Working together to Safeguard Children 2018 (Governments statutory guidance)

Public Interest Disclosure Act 1998

Children and Families Act 2014

Keeping Children Safe in Education September 2020

The Rehabilitation of Offenders Act

Information Sharing for Practitioners July 2018

Prevent Duty Guidance December 2023

 Counter Terrorism Strategy 2018

 Dorset Information sharing charter (DISC)

## Data Protection Policy.

All the information can be found in our privacy policy which is given to you with the registration form. A copy is also kept with the group’s printed prospectus on the desk.

## Exclude Known Abusers

* It will be made clear to applicants for posts within the playgroup that the position is exempt from the provisions of Rehabilitation of Offender Act 1974.
* Paid applicants will be interviewed before an appointment is made and asked to provide a full C.V. and two references. Explanations will be sought where the applicant has a gap in their employment history or moved rapidly from one job to another. This will be checked with former employers.
* Original certificates of qualifications will be requested and seen.
* At the interview candidates will be expected to confirm their identity through official documents, including seeing birth certificates and marriage certificates, original certificates of qualifications will need to be seen.
* If staff or new members of staff/volunteers have already got a DBS certificate and have registered on the online update service -the employer can go online for an instant check to see their certificate. They will be asked to bring their certificate to the interview to show the supervisor/chairperson for checking. If they are not signed up for the update service a new DBS check will be requested. Staff must individually register with the DBS online and be kept up to date yearly for a subscription fee of £13.00.
* New appointments will be subject to a probationary period and will be confirmed when the group is satisfied that the applicant has completed a satisfactory probation period.
* No appointment will be made until references are obtained and checked and suitable DBS in place.
* Volunteers/students will not be left in any situation unsupervised by staff.

## Training

Staff will be required to participate in relevant training to ensure that they recognise the signs and possible indicators of possible abuse. This will include physical abuse, neglect, emotional abuse, sexual abuse and domestic violence and abuse. Through this training staff will also be made aware of the local authority procedures for any concerns.

We ensure all staff know and understand the procedures for reporting and recording their concerns in the playgroup and this forms part of our induction for all new staff.

## Curriculum

* We introduce key elements of safeguarding children into our foundation stage curriculum so that children can develop an understanding of safety; such as fire safety and stranger danger.
* Children will be encouraged to express themselves and use their own language to talk about their feelings and to talk about any worries or concerns.

## Bullying

Bullying is defined as the repeated harassment of others through emotional, physical, verbal and psychological behaviour, Muscliff Playgroup will not tolerate any form of bullying of either children or adults who use or are part of our group. Staff have a responsibility to protect the children/adults within the group from such harassment including any form of bullying, any form of discrimination, including but not restricted to, racism, sexism, and homophobic behaviour.

## Photography/Video Footage

The building is now a mobile free zone for parents and visitors to the playgroup. Please do not use your phone when dropping your child off or collecting them. Staff phones are kept in their bags in the kitchen. Staff may only access/ use their phones in the kitchen or extension and MUST ASK PERMISSION TO DO SO.
Smart watches are not allowed to be worn by any member of staff.

Photographs of the children are taken at playgroup for the purpose of display work and for personalized items e.g. Christmas cards/Mothers' day cards. Photographs are also taken for the children's observation files, learning journal/communication book, playgroup photograph albums and albums for the book corner. You will be asked for your consent and requested to sign a section on the registration form before any photos are taken. A local reputable school/nursery photographer comes into the group to take photographs both as a group and sometimes on an individual basis (a member of staff is always present during these visits). He/she stores these images on his laptop and they are available for parents to view on the internet via a secure portal. If you have any queries about the taking of images/storing of images please feel free to speak to Phoebe who can give you his contact details-please note that you sign to give permission for this on your registration form.

Playgroup may organise a keepsake DVD of the summer concert. Some still photographs may also be taken at this time for parents to keep. When you sign your registration form you are giving permission for this. If you do not wish for photographs/and or DVD’s of your child to be taken then please make your wishes known to the Safeguarding lead/or Safeguarding deputy.

Parents often ask to bring cameras and video cameras into the group on special occasions e.g. concert or leavers service, and some of these images may well be circulated on social media websites i.e., Facebook. While we **definitely do not encourage this we can take no responsibility for any such images posted by parents/carers**.

Parents give their consent to allow this on our registration form as well. **If you are not happy with this please let the supervisor and safeguarding lead know ASAP**.

## Prevent Abuse By Means Of Good Practice

We operate in accordance with the Pan Dorset Safeguarding Children’s Partnership; we have a copy of PDSCP. Guidelines available for staff and parents to read, you can also look online.

* Staff will not be on their own for long periods of time with an individual child or small group of children.
* Mobile phones will not be on their person’s during working hours but will be left in the kitchen turned off or on silent unless there is a personal emergency when the staff can ask for permission to leave them on in the kitchen and take personal calls there or in the extension only. Smart watches are  not permitted to be worn by any staff member.
* Staff/volunteers will not discuss/post/message any information or material about playgroup that could be misinterpreted or be misunderstood on social networking sites like Face book.
* There will **if possible** be two members of staff present on toilet duty and if a child requires a change of nappy/clothes
* The entrance door to the toilets will be kept open at all times
* Volunteers and students do not work unsupervised and **do not assist** in the toilets or change nappies or clothes.
* We take security steps to ensure that we control who comes into playgroup so that no unauthorized person has access to the children. Details of all visitors to the group will be recorded. Identification of professionals will be seen prior to entry being granted.
* The layout of the toys and equipment will permit constant supervision of all children whenever and wherever possible.
* Children must be escorted to playgroup and collected at the end of a session by an adult (over 18) or by a parent/legal guardian. We will not allow a child to leave the premises with anyone who has not been authorised by you. Please refer to our child collection procedures.
* If a parent/carer appears under the influence of drugs/alcohol - while we cannot prevent them from taking their child, we would however take the following steps if we **felt that it was appropriate and safe to do so** invite them into the setting, discuss our concerns suggest we contact one of the child’s emergency contacts or a family member for assistance.
* If they refuse our support and leave the setting and **intend** to drive we will call the police.
* If they appear to be too intoxicated to drive/ride home or care for their children we will contact the child’s emergency numbers to inform them of the situation. A referral to M.A.S.H and/or the police may also be needed at this point. All incidents will be recorded on the current incident of concern forms.
* Incidents or concerns that happen, arise or we become aware of during the session are recorded on our current incident of concern forms, details are completed and parents/or persons collecting will be informed at the end of the session and asked to sign to say that they have been made aware of this.
* When a child comes to playgroup with any injuries i.e. cuts, bruises (or any other injury) this will be recorded on the current incident of concern forms. The parent should inform a member of staff so that this can be recorded.
* This form can also be used if the parents want to inform the staff of anything they are concerned which may have happened either at home or within the group.
* All the above records will be checked by the children’s key person and they will inform the DSL or deputy who will oversee all safeguarding concerns and any action required.
* All records will be confidential and will be kept in a locked secure place accessible only by members of staff and Chairperson as/if appropriate.

## What Is Abuse?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, or in an institutional or community setting by those known to them or by others (e.g. via the internet). They may be abused by an adult, or adults or another child or children.

## Peer On Peer Abuse

Children can be vulnerable to abuse by their peers. Any abuse will be taken seriously, as will abuse between an adult and a child or two members of staff, in our setting and is not acceptable behaviour. Our Safeguarding/child protection procedure will be followed to make sure this does not happen again.

## Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## Emotional Abuse

The persistent emotional maltreatment of a child as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though may occur alone.

## Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet) and all forms of on-line sexual exploitation. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## Neglect

The Persistent failure to meet child's basic physical and psychological needs. Likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer **failing to**:

* Provide adequate food, clothing and shelter (including exclusion from or abandonment);
* Protect a child from physical and harm or danger;
* Ensure adequate supervision (including the use of inadequate care givers);or
* Ensure access to appropriate medical care or treatment, including regular failure to attend appointments that contribute to a child’s development and well being.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**(The above were taken from the Working together to safeguard children 2018 statutory guidance document)**

## Domestic Violence & Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse.

* Psychological
* Physical
* Sexual
* Financial
* Emotional

**Controlling behaviour is:** a range of acts designed to make a person subordinate and or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour is:** an act or a pattern of acts of assault, threats, humiliation, and intimidation or other abuse that is used to harm, punish or frighten their victim (Controlling and coercive behaviour is now a crime (December 2015).

This definition which is not a legal definition includes so called honour based violence, female genital mutilation (FGM) and forced marriage and is clear that victims are not confined to one gender or ethnic group.

Safeguarding action may be needed to protect children from (including but not restricted to) the following

* Fabricated illness
* Bullying of any form including online bullying
* Prejudice based bullying
* Racist, disability, homophobic and transphobic bullying
* Gender based violence / violence against women/girls including FGM
* Peer on peer abuse or bullying
* Poor parenting
* Radicalisation and/or extremist behaviour
* Child sexual exploitation and trafficking
* Child criminal exploitation and county lines

## Respond Appropriately To Suspicions Of Abuse

When children are suffering from physical, emotional, neglect, or sexual abuse or domestic violence or abuse this may be demonstrated through changes in their behaviour, or in their play. Where such changes occur the playgroup will record details.

We operate in accordance with current PDSCP guidelines, MARAC (Multi Agency Risk Assessment Conference) and DISC (Dorset Information Sharing Charter/Information Sharing for Practitioners).

* Changes in children's behaviour/play/appearance will be noted and logged in children’s

observation files, under the appropriate section.

* Parents will normally be the first point of reference. The Designated Safeguarding Lead (DSL) is responsible for children’s issues together with the Deputy DSL and they would talk to parents regarding the changes in their child and the group's concerns offering them help, advice and support. A record of the conversation would be kept which parents will be asked to read & sign.
* We have paramount duty to protect the children in our care and if it was felt necessary to refer a case to a relevant professional, parent's permission would be sought first unless we felt to do so would put the child at risk of significant harm. A referral would go ahead with or without parental permission if required.
* All suspicions and investigations will be **kept confidential, shared only on a need to know basis**.

## Responding To Disclosure

Where a child makes a disclosure to a member of staff, that member of staff will

* Offer support and reassurance to the child
* Listen to the child
* Not question the child or put words into their mouth, if questions are asked they will be T.E.D questions( tell me..., explain to me..., describe to me ...)
* Record the disclosure as per our policy on keeping records below
* Inform the Designated Safeguarding Lead and/or the Deputy as soon as is practicably possible.

## Recording Suspicions Of Abuse And Disclosures

* Changes in a child's behaviour, play, physical condition or appearance, or disclosures will be recorded on the current recording paperwork. Likewise if a child makes concerning comments/remarks then these will also be recorded on the current recording paperwork, even if there is no need to refer the matter immediately, however if the DSL/Manager/Staff member/Chairperson think it was necessary to liaise with MASH/Bournemouth Early Years to discuss concerns or ask for advice/guidance prior to referral on any safeguarding matter. At this point if referral is necessary, clarification from the recipient of the referral would be sought about what the parents would be told and by whom.

The record will include but is not limited to, the following information;

* Child's name, address, and age.
	1. The date and time of the observation or disclosure and an objective record of the observation or disclosure.
	2. This observation will be objective stating the child's behaviour/appearance, without comment or interpretation.
	3. The exact words spoken by the child will be recorded.
	4. The names of any other person present at the time will be recorded.
	5. The member of staff will then sign the disclosure, gain witness signatures if appropriate, and ensure this record is passed on to the 'named person' and Supervisor for their signatures.

## Sharing With Other Bodies

We work within the PDSCP Guidelines.

If we do refer anything we will get clarification with the recipient of the referral what the parents will be told by whom and when.

1. Confidential records kept on children about whom the pre-school has safeguarding concerns will be shared with other agencies as per current PDSCP protocols/ MASH may be contacted to seek initial advice, guidance or clarification if it was felt necessary by staff prior to referral procedures, or speaking to parents.
2. The group will maintain ongoing contact with the registering authority, including names, addresses, and telephone numbers of individual social workers, to ensure that it would be easy in any emergency for contact to be initiated and for everyone to work together.
3. This all includes children who have left our setting, we would share any recorded paperwork with a new childcare provision and other authorities/agencies for the well-being and safety of the child being paramount.

Who to contact with child safeguarding concerns

## Initial advice and support/referrals

|  |
| --- |
| Safeguarding is Everybody's Business BCP Safeguarding Contact Details (children)  |
| First Response Hub |
| If you have concerns about the safety or welfare of children and young people or if you require support in agreeing an Ear1y Help offer, the Children's Services First Response Hub is the first point of contact for everyone, providing access to all services for children and families living in Bournemouth, Christchurch and Poole. The Children's Services First Response Hub provides the public and professionals with advice, information and support for children who are vulnerable and at risk and is made up of the Multi-Agency Safeguarding Hub (MASH) and Early Help Team.  |
| Telephone: 01202 123334 Monday to Thursday 8.30am to 5.15pm and Friday 8.30am to 4.45pm Email: childrensfirstresponse@bcpcouncil.gov.uk  |
|  |
| Out of Hours Service  |
| The Children's Social Care Out of Hours service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm. Hours of operation are 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day.  |
| Telephone: 01202 738256Email: childrensoohs@bcpcouncil.gov.uk |
| In an emergency, or if you believe a child is at immediate **risk** of harm, call the police on 999 |
|   |
| The LADO – known as Designated Officer (DO) in BCP area must be informed of accusations made against staff. Please note it may be appropriate to contact the LADO/DO if an allegation is made against someone who is closely associated with a staff member/ practitioner/ childminder.  |
| BCP Council Local Authority Designated Officers: Stephanie Power and Tina Cooper (Updated 26/07/2023)The main contact number for the service is: 01202 817600The secure email for the service is: lado@bcpcouncil.gov.uk |

## Informing Parents

Parents are normally the first point of contact if suspicion of abuse is recorded unless however the DSL/Manager/Staff member/Chairperson thought it was necessary to liaise with MASH to discuss concerns or ask for advice/guidance prior to referral on any safeguarding matter. At referral point if referral was necessary, clarification from the recipient of referral would be sought about what the parents would be told and by whom, otherwise parents are informed at the same time the referral is made, and (a record of referral of the conversation would be kept.) except where the guidance of the PDSCP does not recommend this. This usually will be the case where the parent is the likely abuser. In these cases, it is possible the investigating officers will inform the parents.

## Information Sharing

You have signed agreeing to information sharing with other professionals on the Registration Form. Wherever possible we will advise you that we are doing this, but if your child no longer attends Muscliff Community Playgroup this may not be possible or, as stated earlier in the policies, if it is deemed in the child’s best interest not to. If you leave Muscliff Community Playgroup to attend a new group/nursery we have a duty of care to share information with your new group/nursery and to forward any safeguarding information and/or play plans to them. We may also contact any pre-schools/nurseries your child previously attended prior to starting with us, to help to give your child the best care and continue their learning journey.

## Support Families

1. The playgroup will take every step in its power to build up trusting and supportive relationships between families and staff/volunteers in the group.
2. Where abuse at home is suspected, the playgroup will continue to welcome the child and family while investigations proceed and offer support to the family.
3. Confidential records kept on a child will be shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of PDSCP.
4. With the proviso that the care, welfare, and safety of the child must always be paramount, the playgroup will do all in its power to support and work with the child's family.

## Confidentiality

All suspicions and investigations of abuse are kept confidential and shared only with those who need to know. Any information is shared under the current guidance of the PDSCP and the current D.I.S.C. (Dorset Information Sharing Charter). Please refer to the settings confidentiality policy alongside this policy.

## Allegations Of Abuse Made Against Staff

We follow the guidance or the Pan Dorset Safeguarding Children’s Partnership when investigating any complaint that any member of staff, or volunteer, has abused a child. As providers we must also meet our responsibilities under the Safeguarding Vulnerable Groups ACT 2006 which includes a duty to make a referral to the Disclosure and Barring Service.

* Allegations of abuse made against a member of staff or volunteer, or any abuse which is alleged to have taken place would be reported to the Early Years Child Care Inspector (OFSTED) and the LADO immediately and a referral to the Disclosure and Barring Service where a member of staff is dismissed or would have been had the person not left the setting first.
* In the event or an allegation of abuse being made against a member of staff the staff member concerned would be temporarily suspended while an investigation took place. They would be treated fairly and offered support.
* The Chairperson and/or Supervisor for the group would contact and liaise with OFSTED, Dawn and the PDSCP to seek advice as to how the investigation should be conducted and by whom.
* Confidentiality would be maintained at all times.
* Allegations about staff that are under the influence of alcohol or drugs and not fit to work with the children will be dealt with by the Supervisor and the Disciplinary and Grievance procedure will be followed, and current PDSCP (Pan Dorset Safeguarding Children’s Partnership) protocols followed as appropriate.

## Disciplinary Action

Where a member of staff or volunteer is dismissed from the playgroup or internally disciplined because of misconduct, relating to a child, we will notify the Disclosure and Barring service (as appropriate) Ofsted and any other relevant agencies.

**Whistle blowing**: is the mechanism by which adults can voice their concerns, in good faith without fear of repercussion of any concerns they may have about any staff member’s behaviour. If anyone has any such concerns they can talk/approach Phoebe Carter, Dawn Peach or the Chairperson if they have a complaint about **any** practitioner’s within the group. Any concerns about the Designated Safeguarding lead and Deputy Designated Lead, should be with the current chairperson and the Disciplinary and Grievance procedure would be followed. The LADO could be contacted for advice if needed as they are responsible for allegations against staff.

## Babysitting policy.

The playgroup **does not offer** a babysitting service to any of the parents using our group. If staff do any babysitting on a private basis, this is **not encouraged,** and the playgroup can take **no responsibility** for anything connected to or from this.

## Prevent Duty

All registered early year's childcare providers are subject to a duty under section 26 of the Counter Terrorism strategy 2018 in the exercise of their functions to have” due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

At Muscliff Playgroup it is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified.

Protecting children from the risk of radicalisation should be seen as part of schools’ and childcare providers’ wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g., physical abuse, neglect, sexual exploitation etc.), whether these come from within their family or are the product of outside influences.

## Procedure for reporting concerns (Prevent duty).

If a member of staff or parent has a concern, they should follow the playgroups normal safeguarding procedures, including informing the designated safeguarding lead, they can also contact the local police force or dial 101 (the non-emergency number) for help. They can talk to you in confidence about your concerns and help you gain access to support and advice.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

## LOCKDOWN POLICY

## In the event of an emergency we will contact the police or if already advised by them about an incident happening in our vicinity we will –

Bring all the children into the extension.

Make sure the front and back doors and windows are secure.

Draw the curtains.

Ring all the parents of children in during that session and explain that they will not be able to collect their child until we have been notified that it is safe to do so. Any children due in the afternoon will then be contacted.

We will put a note on the front door saying no access to the building.

All possible precautions will be taken to ensure your child’s safety.

An incident sheet will be completed for the building.

## Outing Policy.

1. When children are taken out on walks in the local area, an outing form (found in the batman folder) will be completed by the accompanying staff, first and left with the supervisor.
2. We always have another adult present in out of workplace activities, unless otherwise agreed with the parent, this is particularly with regard to a child who is being looked after on a 1 to 1 basis (Support worker).
3. When staff take children out, they will take the work mobile phone (turned on) with them.
4. In the event of an emergency at playgroup during the outing, the supervisor would be able to ring the outing staff and to ask them to return if necessary.
5. In the event of an emergency whilst on the outing, one member of staff to ring for help while the other/s to keep the children safe.
6. Supervisor/assistant to delegate sorting staff as necessary to assist.
7. Supervisor/assistant to inform parent/carer as necessary.

## Snow Policy

If it is snowing on the day your child is due in, or has snowed heavily overnight and the roads are compromised, please ring to see if we are open.

After the bad weather of Spring 2018, the council has advised us to close all community centres for safety reasons if there is snow.

The supervisor will make a decision early in the morning and we will put it on the playgroup’s Facebook page and keep you informed when we will re-open.

Policies updated ………………………………………. signed Mrs Bev King ……………………………………………………………

## Child Collection Procedures For The Muscliff Community Playgroup

Children must be collected by a responsible nominated person. We require written consent from parents as to who can collect their child;

1. If someone other than the parents is to collect a child on a regular basis, i.e., childminder, friend or member of the family, then please complete the section on the registration form in the first instance. If circumstances change after the form is completed, please send in a letter to authorize any other persons who you want to collect your child. A member of staff will then note this in our child collection book and add it to the registration form if it's to be on a regular basis.
2. If your child is to be collected by someone other than parents on a one-off basis then please complete and sign the child collection book that morning when you drop your child off.
3. If this person is unknown to us, then please give them a password and inform us so we can ensure your child goes to the correct and authorised person. The person collecting your child will be required to sign the book.
4. Please remember that once you have collected your child/children at the end of the session they become your responsibility even when still on the premises.

We fully appreciate that there may be occasions when emergencies crop up and you are unable to collect your child and have not had the opportunity to give us prior consent by signing the child collection book. In these circumstances PLEASE ring us during the session to give verbal permission to release your child and if possible, give a note to the person collecting your child to authorise this. If this is not possible and the person collecting your child is unknown to us, then you must give a password to the person and notify us of this on the phone to enable us to identify them. The member of staff who takes the phone call will write this in the child collection book and the person collecting your child will be asked to sign the book and you will be asked to sign it next time you are in.

Please note-A child may only be collected by an adult (over 18) or by a parent/legal guardian.

## Procedure In The Event Of A Child Not Being Collected

If a child has not been collected within 15 minutes of the end of a session without being informed or

if neither parent is able to be contacted, then we will phone the emergency numbers on your child's registration form.

In the event of us being unable to contact any of the above we will stay with your child in the building for up to half an hour after the end of a session, please be aware that other groups use the building after us and we have to pack up and leave promptly to allow them access.

After this time if we still have not heard from you or been able to contact you or any of your emergency numbers, we will have to ring MASH to report an uncollected child.

If a child is 15 minutes late or more being collected, you will be charged £5.00.

We would like to re-assure parents that the safety of their children is regarded as a priority by all staff. We have numerous policies and procedures in our group to ensure we achieve the highest standards of safety at all times. The Children Act Regulations state we must have procedures to be followed in the event of a child being lost or a parent failing to collect a child.

##

## Procedure In The Event Of A Child Being Lost.

The supervisor would be informed immediately.

One member of staff would go out to the front of the building and search the area and another staff member would search to the rear of the building and surrounding area.

The supervisor would ring the police and the parents of the lost child.

OFSTED would be informed.

NB. Whilst two members of staff are searching for the lost child the other staff will ensure the safety and care of all the other children.

## Procedure For A Child Turning Up By Themselves.

The staff would bring the child into the building and comfort the child if necessary.

The child will be asked how they got to the group and where their parents are.

The child's home number will be contacted to trace the parents.

If we are unable to get a response from a mobile number, then parents work number would be rung.

The child's emergency contact numbers will then be tried should we still be unable to get in touch with the person/persons who have parental responsibility.

If we are unable for any reason not be able to find out what has happened or trace anyone, the police and the MASH team will be contacted for advice and guidance,

A record of the incident will be kept in the incident book and the supervisor and parent/ parents/person with responsibility for the child, will sign it.

MASH will be informed.

## Confidentiality.

The playgroup’s work with children will sometimes bring us into contact with confidential information both about the children in our care and/or their family. We respect the privacy of both children and their families, while ensuring they access high quality early years care and education in our setting.

We aim to ensure that all parents/carers share this information in confidence and that it will only be used to enhance the welfare of their children.

Parents/carers will only have access to their own child's records/information and this information will be kept securely and some will be retained by the playgroup for many years and some given back to you when your child leaves us for school.

Staff discuss individual children during staff meetings or when required with Heath Visitors or other visiting professionals, parents’ permission is generally sought before any discussion with outside agencies unless to do so may in the opinion of the staff, place that child at risk of significant harm (see safeguarding policy).

If a parent/carer would prefer to keep any information regarding their child completely confidential or on a need to know basis, please see either Phoebe Carter or Dawn Peach to discuss this in the first instance.

Parents have signed on their registration form giving permission for staff at Muscliff Playgroup to liaise with external agencies on any concerns about their children.

Some parents sometimes share information about themselves with other parents as well as the staff; the playgroup cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.

Committee/Staff /students/young people on work experience/parents or mums/dads staying within the playgroup setting will be informed and their attention drawn to, anything that they see, hear or witness within the setting, both with regard to the children and/or the staff working there, will remain confidential and not be spoken about, outside of the group. We ask parents to be sensitive and to respect other parent’s feelings if a child has behaviour issues and to be sensitive and not talk about them. They will be asked to sign to confirm they understand the above statement.

Any staff employment issues either paid or voluntary or any other confidential disputes will remain completely confidential to only the individuals directly involved (PDSCP) guidelines will be followed).

Policy was adopted by the committee and parents of the Muscliff Community Playgroup at a special meeting and will be reviewed annually to ensure it complies with Pan Dorset Safeguarding Children’s partnership current protocols.

Held…9/3/04…….. Policy updated………………...signed Mrs Bev King Chairperson……………........................................

# EQUAL OPPORTUNITIES POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP

The Muscliff Community Playgroup is open to all families and children. We are committed to their welfare. Muscliff Community Playgroup believes that no child or their family should be excluded from the play group’s activities on the grounds of age, gender, sexuality, class, family status, means, disabilities, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with our playgroup have an equal chance to do so.

This policy has taken into account the following acts of law:­

Race Relations Act 1976. Disability Discrimination Act DDA 2002 and 2004.

Race Relations Amendment Act 2000. Age Discrimination Act 2006.

Special Educational Needs and Disability Regulations 2014. Equality Act 2010.

Special Educational Needs and Disability Act 2001. Children and Families Act 2014.

Children Act 1989, 2004 and 2006. Sex Discrimination Act 1986.

Counter-Terrorism and Security Act 2015. (Prevent Duty 2015
Workers Protection Act 2023

The person responsible for Equal Opportunities at Muscliff Community Playgroup is Dawn Peach. The role of the ENCO is to ensure all children and their families are treated with equal concern and respect, and to keep equalities in mind on an ongoing basis.

## Admissions

The playgroup is open to every family in the community. The waiting list is not operated on a first come first serve basis but on a fairer system. Our system for accepting children from the waiting list is outlined in our admission policy. The member of staff responsible for Equal Opportunities will liaise with any new families finding out about family customs, beliefs, special skin care etc. (completing a form with them) to ensure their child's needs and their own needs are known and met.

## Employment /Training.

The playgroup will appoint the best person for the position and will treat fairly all applicants for the vacancies and all those appointed. No applicant will be rejected on the grounds of gender, age, sexuality, class, means, family status, pregnancy or maternity, colour, ethnic origins, culture, religion or belief. Commitment to implementing the groups Equal Opportunities Policy will form part of the job description for all staff.

All appointed staff are encouraged to take part in training courses to enable them to develop practises which enable all children to flourish. We review our practises to ensure our policy for equality is fully implemented.

## Families

The playgroup recognises that many different types of family successfully love and care for children. The Playgroup treats all children as individuals. The playgroup offers a flexible payment system for families with differing means and the supervisor will offer advice about the Two’s two funding and how to find out if their family meet the criteria.

## The Curriculum

All children will be respected and their individuality and potential recognised, valued, and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others. We have an inclusive attitude to different faiths, cultures and beliefs and aim to work in partnership with parents sharing knowledge and enhancing understanding.

## Festivals

Our aim is to show respectful awareness of all major events in the lives of the children and families in the pre-school, and in backgrounds from which they come. We aim to provide children with information about festivals celebrated in different countries and by a variety of religions, as part of the diversity of life.

## British values

Our aim as a group is to fully promote the four fundamental British values.

DEMOCRACY: Making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

RULE OF LAW: Understanding rules matter.

INDIVIDUAL LIBERTY: Freedom for all, for example reflecting on their differences and understanding we are free to have different opinions.

MUTUAL RESPECT AND TOLERANCE: Treat others as you want to be treated, for example sharing and respecting other’s opinions.

## Preventing extremism and radicalisation

Since 2015 all Early Years providers must have due regard to the need to prevent people from being drawn into terrorism and extremist ideas.

Prevent duty - This falls under section 26 of the Counter - Terrorism and Security Act 2015.

Muscliff Community Playgroup has a zero tolerance approach to radicalisation (the process by which people come to support terrorism ) and extremism (vocal or active opposition to the fundamental British values).

## Resources/Activities.

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Positive images and objects will be available to reflect non ­stereotypical roles, racial, cultural and religious diversity and disability (materials will be selected to help children to develop their self-respect and to respect others by avoiding derogatory pictures).

Gender stereotyping leads people to conform to gender roles which can inhibit the individual's abilities, preferences and aspirations. As an inclusive group we believe in choice and believe all children should have equal opportunities and access to all play materials/resources and activities and actively encourage this e.g., boys play with dolls and girls the cars etc.

## ADDITIONAL Needs

The playgroup recognises the wide range of additional needs of children and families in their community, and has a specific special needs policy and a special needs co-ordinator (SENCO).

Our aim is to provide equal learning opportunities for all children, whatever their individual needs, within an ethos, which encourages and enables all to achieve their full potential. We aim to have regard to the DFEE Code of Practice 2014 on the identification, assessment and provision of Special Educational needs (SEN).

The premises, both inside and outside, and facilities we offer are fully accessible to anyone in a wheelchair.

## Discriminatory Behaviour/Remarks

These are unacceptable in the playgroup. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

## Language.

Information, written and spoken, will be clearly communicated in as many languages as necessary. Bilingual/Multilingual children and adults are an asset. They will be valued, and their languages recognised and respected in the playgroup. The parents/guardians of children with English as a second language will be invited in prior to their child starting to complete a form giving us information about keywords in their home language to make for a smooth transition into our group. Children will be encouraged to use their home language in play and learning.

## Food.

Medical, cultural and dietary needs will be respected and met. We promote healthy eating at Muscliff Community Playgroup.

## Meetings

Planning for playgroup meetings and events will take into account the needs of people with disabilities. The time, place and conduct of meetings will ensure that all families have equal opportunity to be involved in the running of the playgroup.

This policy was amended and adopted by the committee and parents of the Muscliff Community Playgroup at a special meeting

Held on…6/11/2007 Policy reviewed…………………….signed Mrs Bev King Chairperson ...........................................

# HEALTH, HYGIENE AND HEALTHY EATING POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP

* Health and hygiene measures are regarded as a mutual objective of committee and employee at all levels. To prevent the spread of infection we will:
* Request parents do not send their child/ren to playgroup when they are unwell and abide by our illness/sick children policy.
* If a child is sent home because they are ill or have head lice, the child's details will be written on a health/expression of concern sheet and parents will be asked to sign it when they collect their child.
* All children must be registered with a GP.
* If necessary certain types of communal play (e.g. sand or water) may be suspended to help prevent the spread of certain types of specific infections.
* Ensure the premises are thoroughly cleaned at the end of every session and checked for cleanliness at the start of every session.
* Equipment and toys will be checked at the beginning of every session and at the end of every session to ensure they are clean and safe.
* All dolls will be washed at least twice a year.
* Beanbag covers will be washed termly and checked to ensure they are clean and safe at every session.
* The member of staff responsible for health and hygiene issues will ensure dressing up clothes/hats are washed/dry cleaned monthly/half termly.
* Equipment used in the hairdressers, vets, etc. will be washed every half term.
* Play dough utensils will be washed every half term and new playdough is made each week.
* Sand used in the group will be changed regularly.
* All glues, paints, crayons, etc. used in the group will be non-toxic
* Children will be encouraged not to put toys, etc. in their mouths.
* Children will be encouraged not to take toys or wear the dressing-up clothes into the toilet area.
* The children will be offered various activities throughout the year to promote healthy eating.
* The children will be offered healthy snacks and a wide variety of cooking activities throughout the year.
* Fresh fruit will be washed thoroughly, peeled and cut appropriately before eating, as will any vegetables/fruits before cooking activities.
* The adult preparing the snacks/drinks will always wear an apron when doing this.
* Fresh drinking water is available to children at all times.
* The children will be encouraged to drink milk or water at snack-time unless allergies dictate otherwise.
* Parents will inform us on their child’s registration form of any allergies, dietary or health related requirements
* The member of staff/children preparing refreshments will always wash their hands first.
* Parents will be informed of the various healthy eating activities taking place through newsletters and the curriculum on the wall and be encouraged to follow this through to home.
* Children will wash their hands after toileting and before starting any cooking activity and before drinks time.
* The children and the adult will wear a specially designed cooking apron when doing cooking activities.
* Washing up is done in hot water with detergent.
* Clean drying-up cloths and dishcloths are used every session. Separate cleaning cloths are used for the kitchen and toilet areas.
* Two mops are used when cleaning, one for the toilets and one for the kitchen and public areas.
* The member of staff responsible for health and hygiene will ensure all cups, bowls and plates are

sterilized half termly.

* Three sinks are provided in the kitchen area; one for hand washing, for crockery, and dirty paint pots etc. The appropriate sink will be used at all times.
* The fridge will be kept around 5.0 degrees and checked daily.
* Milk delivered in the summer will be left in the shade.
* Tissues are available at every session for children to wipe their noses. Children will be taught to dispose of these hygienically and be encouraged to wash their hands after blowing their noses.
* A hand dryer or paper towels will be available for children to dry their hands after washing.
* We will provide clean clothes in case of accidents and bags in which to store soiled clothes. Carpets, floor, and/or any furniture/equipment will be wiped /washed immediately, and disinfectant will be used.
* All work surfaces where food is to be prepared will be cleaned before and after use and different coloured chopping boards will be used for different foods.
* If we have an outbreak of food poisoning in over 50% of the children, RIDDOR will be contacted.
* Children will be encouraged to shield their mouths when coughing and noses when sneezing and wash their hands afterwards.
* Staff will wear plastic disposable gloves at their discretion, always washing their hands thoroughly after taking children to the toilet and when cleaning up any body fluids.
* We have 3 children’s toilets, 2 hand basins and there is a separate toilet for the adults.
* If a child accidentally wets or soils himself/herself or their trainer pants or nappy, where possible two members of staff will be present to change the child. Nappies will be placed in the disabled toilet bin then put into the general waste bin at the end of the session.
* There will be no smoking on the premises. There are No Smoking Signs in all main areas of the building. There is to be no smoking outside the main building where children are arriving/entering the building and leaving the building.
* During the summer months we request that children come to playgroup wearing a sun hat and sun cream.
* Parents are also encouraged to provide sun cream for children who stay all day. A long lasting suncream is recommended..
* We have no computer games or videos which could have flickering lights that may trigger a fit in epileptic children.
* We have a nappy rota displayed in the toilet where nappy changes are recorded. We also record when a child's clothing needs changing, and we sign throughout the session to say the toilets have been checked.
* We request during the winter months children are dressed in warm layers.
* During the winter, all staff will daily check the radiators are running at, at least 16 degrees Celsius. In the event of no adequate heating in the building parents will be informed and asked to collect their children if the temperature falls below 16 degrees Celsius.
* If a child is tired and falls asleep on the sleep mat in our book corner, the area will be cordoned off and out of bounds. The child will be checked every 10 minutes and a sleep chart completed.

## Animals As Visitors In The Setting.

* The supervisor or animal owner will carry out a risk assessment detailing how the animal or creature is to be handled and how safety or hygiene issues will be addressed.
* The needs of the children with allergies to animals will be taken into consideration when the activity is planned.
* Children are taught correct handling and care of the animals or creatures and are supervised. If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
* Children wash their hands after handling the animals or creatures and do not have contact with animal soil or soiled bedding.
* Permission is given by parent/carer for children to handle animals-see relevant part of registration form.

## Hiv / Aids/Hepatitis Procedure

* HIV /Hepatitis and Aids viruses are spread through bodily fluids therefore extra care must be taken in dealing with bodily fluids-same for adults and children alike.
* Single use vinyl gloves and aprons are worn, and a changing mat or unit used when changing children's nappies, pants and clothing that is soiled with blood, urine, faeces or vomit.
* All required protective items are bagged for soiled item disposal (i.e., clinical waste) and are found in our "Spillage kit". Soiled clothing is bagged for collection by parent or carer.
* All bodily fluid spillages to be cleared up immediately using mild disinfectant and paper towels.
* Tables and other furniture or furnishings affected by the spillage to be cleaned using disinfectant.
* All items relating to the cleaning-up process to be deposited in the clinical waste bag found in the "Spillage kit" and disposed of appropriately.

## Nappy Changing Policy

We request that parents/carers will bring in the nappies and wipes on a daily basis for their child.

(We do keep a few nappies for emergencies)

Children are changed on a nappy changing mat/unit in a private area situated in the toilet or disabled toilet area. The safety strap will always be fastened when changing children on the unit.

## Our Policy is:

* Children will have their nappies checked at least every three hours and changed if required.
* Children with soiled nappies will be changed as soon as we become aware of soiling, e.g. child tells us/ Staff smell it.
* Nappy changes will be recorded on our nappy rota.

The pre-school will ensure high standards of hygiene to prevent the spread of cross infection during nappy changing by ensuring that all staff will follow the Nappy Changing Procedure.

## Nappy Changing Procedures:

* Always respect the child’s rights and ask their permission to change their nappy. If the child says or indicates no give them a five minute warning so they know when to expect their nappy change. Use the nappy changing picture card on the now and next board or use the nappy as an object of reference to help them to understand what is going to happen.
* Always put on a pair of disposable rubber gloves and disposable apron. Gloves are to be changed after each nappy change.
* Be prepared- have the child’s nappy and everything you need at hand.
* Check the changing area is clean before laying the child down carefully.
* Always wipe a child from front to back (particular little girls) using the child’s wipes only.
* Soiled nappies should be sealed immediately in a nappy sack.
* The gloves and apron should also be placed in a nappy sack.
* All soiled nappy bags should be put in the nappy disposal bin in the disabled toilet.
* Using the anti-bacterial wipe to clean and dry the nappy changing area. Ensure the mat is cleaned thoroughly.
* Make the exercise as pleasant as possible, chat to the child and make it fun experience.
* WASH AND DRY YOUR HANDS thoroughly using anti-bacterial soap, warm water and paper towels.
* You must then record the details of the nappy change on a daily nappy changing form.

## How the adult should respond to the child?

Nappy changing time should aim to be relaxing time for both child and adult. It is a good time for one to one allowing learning to take place. There are many ways in which interaction can take place to engage the child this time.

* Talk to the child at their level in a child friendly tone appropriately to their age and stage.
* Have a box of toys and books for the child to choose from to explore. The adult can talk about what they have chosen and what it does.
* You can sing songs to the child. Older children may like to choose and join in with. More able children should be encouraged to help.
* Children will always be encouraged to wash their hands with the adult afterwards.

This policy was amended and adopted at a special meeting at the Muscliff Community Playgroup on………9/3/2004……. Reviewed…………………………signed Mrs Bev King Chairperson.................................................

# SAFETY POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP

The promotion of safety measures is regarded as a mutual objective of committee and employee at all levels. The safety of the children is paramount. We will:

## Fire Safety

* Ensure fire precautions are observed and fire drills will take place at least once a term and preferably twice a term. To ensure everyone is familiar with our fire procedure the drills will take place on different days and at different times. Please read our fire evacuation procedure in this prospectus, it is also displayed on the notice board in the entrance hall.
* Fire control equipment will be serviced yearly and in addition to these fire blankets and extinguishers, etc. will be checked monthly to ensure they are in place and intact.
* The use of a fire blanket where applicable is deemed of greater importance than using fire extinguishers.
* In the event of a fire, priority must be given to preservation of life. Therefore, evacuation of the building is of greater importance than firefighting-leave that to the professionals.
* Ensure fire doors are never obstructed.
* A register of both adults and children is completed as people arrive also a visitor's book so that a complete record of all present is available in an emergency.
* Fire alarms are checked weekly.

## General Safety

* Premises will be kept clean and safe at all times to prevent risk to all users.
* The member of staff responsible for safety issues within the group carries out a safety check each session before the children arrive. In her absence this responsibility passes to the person responsible for hygiene or the Supervisor.
* Equipment and toys are checked before each session and as they are put away at the end of every session. Any damaged items or faulty equipment will be repaired or discarded.
* All toys and equipment conform to safety standards and is age appropriate. All paints, glues, etc. used in the group are non-toxic.
* Furniture used is child-sized and all tables have rounded comers.
* The front door is locked after all children are in. An adult always stands by the front door at arrival and departure times to ensure children only leave the premises with an authorized adult. There is also a second adult by the desk in the entrance hall, one by the door into the main room and two others in the main room with the children. If there are three members of staff in, one will be on the front door and another two will be in the main room to welcome the children. We also have an alarm fitted that is activated after all the children arrive which alerts staff if the door is interfered with. This alarm is for pre-school time only.
* Children are only allowed to leave at the end of a session with their parent or named carer unless we are otherwise notified as per our child collection procedures enclosed in this prospectus.
* No child will be allowed into the kitchen.
* No child will be allowed into the storeroom.
* There will always be a member of staff with a child when in the small room.
* There will be two or three members of staff supervising outside play. One member of staff at each end of the area to ensure the children's safety.
* The outside play area is checked daily to ensure the gate is locked and that the area is safe and free from any potential hazards.
* Children will be seated when having drinks/food and not allowed to walk around. Likewise, staff and other adults in the group will not walk around with drinks and will use mugs for hot drinks (these are safer than cups and saucers) and never leave drinks unattended.
* Any spills will be mopped up quickly to avoid accidents.
* Manufacturer's instructions for the use of equipment will be followed and safety catches will be used on all items that may require them.
* Each Key Person is responsible for checking incident forms for their Key-children and filing it in their files.
* Children will not be permitted to climb up the slide the wrong way or jump from the top of the climbing frame.
* Children will always be seated when using the slide and not permitted to walk down it.
* Only three children will be permitted to use the seesaw at any one time.
* Only one child will be allowed to use the trampoline at any one time, and it will be positioned in the middle of the room where possible.
* All materials sent into the playgroup for collage, junk modelling, etc. will be vetted for safety and suitability and anything considered unsuitable/unsafe would be discarded, e.g. polystyrene, matchboxes.
* Running around the room will not be allowed, nor will climbing on furniture or standing on chairs.
* There will at all times be an adult close at hand to supervise the children and we will meet at least the minimum requirements with regards to Adult/child ratios.
* Children will only be allowed scissors if they are sitting down and they will be supervised at all times. The same applies when a sewing activity takes place.
* All cleaning materials, medicines, and adult bags will be kept out of the reach of children.
* Safety-wise behaviour will be praised, and dangerous behaviour pointed out and explained to the child/ren why it is dangerous.
* Parents must ensure that Sun-cream (minimum SPF 25) is put on before playgroup during the Summer months as staff will only put it on at lunch time for children staying all day. Also provide your child with a named sun-hat.
* The staff will remind children to put their hats on each time they go out in the sun.
* During the warmer months when the playgroup uses outside as well as the inside, some activities will be placed in the shade and children will take turns playing in both areas so that they are not exposed to the sun/heat for prolonged periods.
* We use our large sun-awning to help protect the children and this allows the children to eat their lunch outside on nice days but still be protected from the sun.
* Children will be encouraged to drink water at any time during the session and/or come in when they get too hot.
* The adults will explain to the children about playing outside and being exposed to the sun.
* In the event of a major injury or serious disease, we have a legal responsibility to inform RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). This form is kept in our First Aid box.
* A reminder from page 13 “What to wear section”. Suitable footwear must be worn, no flip flops and if your child comes in rubber boots, they must change into something else when they arrive.

## Procedure for checking ID for Visitors

When someone comes to the front door a member of staff will know if we are expecting a visitor (e.g. parent, council employee, professional connected to social care, health or SEN) and they will be asked to show an ID before being let in and signing the Visitor Book. If a council employee turns up without contacting the supervisor they will be turned away and asked to contact her for access outside of Playgroup hours.

This policy was amended and adopted by the parents and Committee of the Muscliff Community Playgroup at a special meeting Held on 22/1/02.......... Updated Signed by Mrs J Cooke Chairperson.

Policy updated on………………………. Signed Mrs Bev King Chairperson………………………………………...............................

FIRST AID POLICY AND EMERGENCY PROCEDURES FOR THE MUSCLIFF COMMUNITY PLAYGROUP

We endeavour to do our best to ensure that your child does not come to any harm while in our care. However, the inevitable minor accidents, like cuts, bumps and falls do happen from time to time. In order to deal with these accidents, we aim to:

* Ensure there is always at least one 'first-aider' present at every session and a fully equipped first aid box.
* Staff re-new their first aid certificate every three years.
* The first aid box is kept in the playgroup filing cabinet in the store cupboard at all times where it is fully accessible to all staff and out of the children's reach. There is a sign on the drawer showing staff where it is kept.
* A Play Assistant checks the first aid box once a term to ensure it is fully equipped.

## Procedure Followed In The Event Of An Accident/INCIDENT.

* Any child involved in an accident is approached immediately.
* The accident is bought to the attention of the first aider/s on duty who will ascertain the extent of the injury and provide the necessary first aid.
* All incidents are recorded in the incident book and on the incident sheet, recording the date, child's name, circumstances of the accident/incident, details of any injury sustained, first aid provided, witness to the incident if any, and the person dealing with injury. Parents are informed and asked to sign the sheet when they collect their child.
* If a child is very distressed after an incident or the 'first aider' is concerned in any way about the child parents will be contacted. In the event of a more serious accident parents will be contacted immediately.
* OFSTED will be notified of any serious injury or death to any child in our care or adult on our premises. The online notification form will be completed, sent off and a copy of this form and its acknowledgement will be kept.
* RIDDOR will also be notified by completing their online HSE form and a copy and copy of its acknowledgement will be kept.
* The chairperson will be informed.
* The insurance company will also be contacted.
* A child will be allowed to come back to playgroup when a doctor says that they are fine to do so, and parents will be asked to sign a disclaimer letter and any other relevant forms.
* Two copies of all the information/forms will be kept, one in the child's file and another set with the current year Risk assessment forms.
* Any accident involving our equipment will be checked for safety by the staff and reviewed as to reducing any further accidents.
* If a child comes to playgroup with any existing injuries, i.e. cuts, bumps, etc. parents will be asked to complete and sign a home incident form with an account of what happened and the nature of the injury. PLEASE INFORM US of any incidents that happen outside of playgroup so that these can be recorded.

## First Aid Administered

* Hypoallergenic plasters can be used on the children, providing the parents have signed the consent section on the registration form. Any cuts/grazes will be bathed with clean water to remove any dirt and a sterile dressing applied if necessary.
* A cold compress will be applied to any bumps.
* If a child is stung, we will remove the visible sting by carefully scraping it off the skin using a credit card or fingernail. Parents will be contacted immediately in case of an allergic reaction
* The 'first aider' will wear disposable gloves when dealing with a child's injury that involves any blood loss or bodily fluids.
* In cases of severe bleeding from wounds we will do our best to control the bleeding by position and pressure. Where possible we will elevate the wound. We will apply pressure by pressing a clean cloth/pad over the wound. A sterile dressing will be applied. We will treat for shock, reassuring the child and keeping them warm. The child will, where appropriate, be laid down with their feet raised and any tight clothing will be loosened. Parents will be contacted immediately. In the event of neither parent being available we will use the emergency contact numbers given to us. If we are unable to control severe bleeding, then we will follow the emergency procedures set out below.
* If we need to give a child mouth to mouth resuscitation a mouth shield will be used where possible.

## Emergency Procedures

Most incidents that occur in playgroup are only minor. However, in the event of a more

serious accident the following procedure will be followed:

* Parents will be contacted immediately and an ambulance called.
* The 'first aider' will remain with the child at all times whilst waiting for the parent's arrival.
* The child's condition will be monitored and observed, and first aid treatment will be given. The COSHH register and product will be collected in the event of a child swallowing or coming into contact with cleaning products, and will be given to the ambulance crew.
* We will act in the child's best interest at all times. If their condition/health/level of consciousness seems to be deteriorating or if there is any doubt/concern as to the child's wellbeing an ambulance will be called prior to parent's arrival.
* If the ambulance arrives before the parent/carer the 'first aider' treating the child will accompany them in the ambulance and stay with the child at the hospital until the parents/carer arrives. If the parent takes the child in the ambulance the onus is then to inform the Local Authority if they want us to.
* The 'first aider' will take the child's registration form/emergency treatment consent form with them and inform medical staff of any personal details they require and make sure medical staff are aware of any parents wishes listed.

N.B. We have a specific procedure to be followed in the event of a life-threatening medical emergency, e.g. Anaphylactic Reaction.

This policy was adopted by the parents and committee of the Muscliff Community Playgroup....

Policy updated ....................…………signed Mrs Bev King Chairperson......................................................................

# MEDICINES POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP

Medication may be administered to children in our care, but only with the prior written consent of the parent/carer and only when there is a health reason to do so. Medication must be prescribed by the child's GP or have the manufacturers' instructions clearly written on the bottle/container. We have to comply with our insurance requirements. In order to do this:

* Asthmatic children can bring their inhalers to playgroup, but these must be kept in the kitchen for safety. Parents must sign a consent form.
* All medicines brought into playgroup must be kept in the kitchen for safety; this includes any staff/adults medication. There is a fridge available for cool storage if required.
* Make sure that the appropriate medicine is for the appropriate child.
* For life saving medication (e.g. adrenaline injections/epipens for anaphylactic shock caused by a reaction such as nuts) the playgroup needs to extend the public liability section of their insurance. If your child requires lifesaving medication please speak to the Supervisor, or Deputy/SENCO, to enable the group to organize such cover and organize relevant medical training for staff. A child will not be able to be left without a parent/guardian until staff have received the relevant medical training and we have the insurance cover in place.
* You must speak to the Supervisor or Deputy Supervisor and complete a medication consent form before any medication can be given to your child. Two members of staff will supervise the administering of medication and sign as witnesses.
* Staff will administer antibiotics if they have been prescribed by a doctor. However, they must have been on the medication for 24 hours before attending the playgroup.

The parents and Committee of the Muscliff Community Playgroup at a special meeting adopted this policy.

Reviewed on ………………………..signed Mrs Bev King Chairperson..............................................................................

# ILLNESS/SICK CHILDREN POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP

At the Musc1iff Community Playgroup we aim wherever possible to protect children in our care from illness and infection and to act in the children's' best interest if they are ill.

In order to achieve this: ­

* Parents are asked to keep their children at home if they are ill or feeling unwell and to inform the playgroup of the nature of the illness so that we can record the information in the register and alert other parents if necessary.
* Children/staff must not attend if they are suffering from an infectious disease/condition i.e., chickenpox, impetigo etc. and we ask parents to inform us, to enable us to notify other parents of the group. This will be done by a note on the glass front door. Confidentiality will be maintained.
* Children/staff who have conjunctivitis can attend as long as not unwell, but staff must be vigilant to prevent contamination.
* If a child/member of staff has head lice, they will be requested not to attend playgroup until their hair has been treated and we ask parents to inform us to enable us to notify other parents of the group to check their Childs' hair. If we notice a child has head lice, then parents will be contacted and asked to collect their child to limit the spread to other children. They can of course return once their hair has been treated.
* OFSTED/PUBLIC HEALTH ENGLAND will be notified of any infectious diseases (including food poisoning and meningitis) that a qualified medical person considers notifiable.
* In the event of a major injury or serious disease we have a legal responsibility to inform RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). This form is kept in our First Aid box.
* Children/ staff must not attend if they have had either/both sickness/diarrhoea (at least 3 loose or liquid bowel movements) until they have been free from symptoms for a minimum of 48 hours. again please notify the playgroup.
* If a child becomes unwell/comes down with a temperature whilst at playgroup, after we have checked to see what it is, we will ring the parents to notify them and arrange for them to be collected. If neither parent cannot be reached we will ring the emergency persons named on your child's registration form.
* During a pandemic children’s temperatures will be checked on arrival.
* A member of staff will stay with the sick/ill child on a 1 to 1 basis until the parent/carer arrives. The member of staff will observe the Childs' condition, comfort them, and tend to their needs. We will keep the child away from the other children in order to limit the spread of infection.

N.B. It is vital that our records are kept up to date-please ensure you notify us of any changes of telephone numbers.

We work to the Health protection agencies guideline on infection control. For advice on incubation periods and how long your child should remain absent from playgroup with any particular illness please speak to the supervisor, all relevant information is kept in folder at front desk.

This policy was adopted by the committee and parents *of* the Muscliff Community Playgroup at a special meeting

Held on...9/3/04......Policy reviewed 27th February 2020

Policy Updated……………………………………signed Mrs Bev King Chairperson...................…………………………………………

# EMERGENCY EVACUATION AND FIRE PROCEDURES FOR THE MUSCLIFF COMMUNITY PLAYGROUP

Although few fires occur within playgroups, we do need to bear in mind that we may need to evacuate the building due to a burst pipe, a tree falling on the building, etc. We have regular fire drills to ensure that children and adults alike are aware of the procedure for evacuating the building. Our procedure is as follows:

* The alarm must be raised immediately. A whistle will be blown to inform all present that the building must be evacuated. (Whistle is hanging on a nail on the left-hand door frame just inside the left door).
* On hearing the whistle/or fire alarm (if glass is broken) everyone will calmly leave the building via the rear fire exit and assemble on the grass area outside (If the rear fire exit is not the safest route out of the building, the front door will be used). Should it be considered unsafe to remain in this area the children will be led through the gate and over to Muscliff park where we will assemble by the swings. The key to the outside gate is hung on a hook to the left of the rear doors, next to the fire extinguisher. There is also a spare key in the Break glass box above. The responsibility of collecting the key and hooking the door back, will fall to Caron Evans
* Under no circumstances must any child or adult attempt to collect their belongings, or waste time removing aprons or dressing up clothes.
* A staff member will do a head count as the children leave the building to ensure they are all out and the Supervisor will call the register once everyone is assembled on the grass. At the beginning of a session when the register is completed, all staff will be told how many children are in playgroup that session.
* The manager is responsible for collecting the front door keys, grab bag, register and visitors’ book.
* The deputy is responsible for collecting the first aid box and the children's registration forms from the filing cabinet and the mobile phone/s to call the fire brigade.
* Third staff member is responsible for checking the toilets to make sure everyone has evacuated the building. In her absence this responsibility is passed to a play assistant.
* Under no circumstances must anyone return to the building until the Fire Officer in charge has deemed it safe to do so.
* Telephone Bomb Threat – We would follow procedures laid down by Bournemouth Borough Council following the call details laminated by the wall phone in the kitchen.

Following an emergency evacuation and in the event of bad weather or in the case of not being able to return to the playgroup building for a length of time we will escort all the children over the field to Epiphany school in Shillingstone Drive where we will congregate in the school building. We will ring parents from the school office to arrange for them to collect their children. If we are unable to get hold of parents we will use the emergency numbers supplied on the child's registration form. In the event of not being able to get hold of anyone, staff will stay with the child/children at Epiphany school and one member of staff will return to playgroup and stand at the top of the driveway to inform parents of the children's whereabouts as they come to collect them at end of session.

This policy was adopted by the committee and parents of the Muscliff Community Playgroup at a special meeting Held on \_22/1/02\_.

Policy updated ……………………..………….. Signed Mrs Bev King Chairperson………………………………………………………….

# WORKING IN PARTNERSHIP WITH PARENTS POLICY FOR THE MUSCLIFF COMMUNITY PLAYGROUP.

We recognize that parents are the first educators of their children and our aim is to support you. We believe in working together in partnership, which is essential to the child's well-being, development and progress. Children benefit most where there is a trusting and mutually supportive partnership.

We will:­

* Make all new parents aware of the group's policies, procedures and activities we provide by issuing each family with the groups prospectus containing the above prior to admission of their child and send an induction letter.
* Invite all existing/new parents to our AGM held in May each year where there will have the opportunity to join the management committee.
* Invite all new parents/children to come and visit in June so that they can familiarize themselves with the staff/building.
* We give all parents regular newsletters to inform them of the themes, forthcoming Fundraising events, social events, and any other information.
* Ensure that parents are informed on a regular basis about their child's progress and next steps to help their child move forward by means of a report in January/February and a transfer report or further report in June/July. You are invited in for an individual consultation with your child's key person to talk through these plans/reports and add any comments. You are given a copy to keep for your records.
* Parents are welcome to speak to the supervisor, child's key person or any member of staff at any time to discuss any worries/concerns or about their child's development and we encourage a two-way flow of information.
* Each child has their own 'Communication book' where a child's key person will write about achievements a child has made, activities a child has enjoyed and add occasional photographs taken at playgroup. Parents are encouraged to write back to keep us informed of any new developments they have noted at home, any trips out they have had, parties etc. This two-way flow of information is important to us and helps us provide for your child's individual needs and work in partnership.
* Parents are encouraged to inform playgroup about any circumstances outside playgroup that may affect the behaviour of their child within playgroup i.e., bereavement, moving house, family illness, divorce etc. This can be done via their special book or verbally.
* We value parent's views and are always looking for ways to improve our group. All parents will be given a questionnaire in the spring and be asked for their opinions on various aspects of the group.
* Welcome all parents to contribute their own skills, knowledge and interests to the activities of the group if they should so wish.
* Involve parents in shared record keeping about their own child, parents are welcome to ask the supervisor at any time to see their own child's' observation folder/Learning journey.
* Ensure that all parents are fully informed about meetings, workshops and training by means of the newsletter and notice board outside the front entrance.
* Welcome all parents to assist with fund-raising if they should so wish.
* Welcome and encourage the contributions of parents, whatever form these may take.

This policy was adopted by the committee and parents of the Muscliff Community Playgroup at a

special meeting held on 22/1/02.

Policy reviewed on ……………..………….signed Mrs Bev King Chairperson...................................................................

# COMPLAINTS POLICY AND PROCEDURES FOR MUSCLIFF COMMUNITY PLAYGROUP

Muscliff Community Playgroup aims to provide the highest quality care and education for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

## Making Concerns Known.

A parent who is uneasy/unhappy about any aspect of the group's provision (including issues relating to alcohol and drug abuse by staff/volunteers) should first of all talk over any worries and anxieties with the Supervisor or SENCO/Deputy if appropriate or the current Chairperson if the concern is about senior staff members.

Appropriate and prompt action will be taken on any concerns raised and a record will be made using a complaints record sheet.

A meeting with the Supervisor and Chairperson of the committee will be arranged. Both parent and supervisor can have a friend/partner/colleague present at the meeting if required. The Supervisor and Chairperson will then have a discussion with the parent/parents/person with parental responsibility for the child in our care and actions to be taken will be decided. A written record of the discussion and a copy of the form will be given to the parents and they will be asked to sign along with the Chair and Supervisor. This will be available to any parents who wish to see it. Staff and children will be known as child A or staff member A or B etc., for confidentiality.

If the outcome of the meeting is not acceptable to the parent and they are not satisfied and the group and parent cannot reach an agreement, another meeting would be arranged, and an external mediator would be invited. A mediator has no legal powers but can help clarify situations and listen to both parties and offer advice and a possible way forward. Staff or volunteers within the Early Years Alliance or a member of staff from the Early Years team or the Early Years Special Needs team, based at The Town Hall would be available to act as mediator if both parties wished it.

The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved. A written record of this meeting would again be made and copies circulated to those involved.

The playgroup will get back to the parents in writing within 28 days.

If a parent was still not satisfied with the outcome/action taken/any further action proposed, then they should contact OFSTED at the following address:­

THE COMPLAINTS MANAGER

OFFICE FOR STANDARDS IN EDUCATION (OFSTED). NATIONAL BUSINESS UNIT

PICCADILLY GATE

STORE STREET

MANCHESTER

M1 2WD

OR CONTACT THEM FOR ANY REASON INCLUDING COMPLAINTS ON 0300 123 1231.

OFSTED is responsible for the registration and inspection of early year's provision.

## The Role Of The Regulating Authority.

In some circumstances, it will be necessary to bring in the regulating authority, OFSTED. They would be involved if a child appeared to be at risk or where there seemed to be a possible breech of registration requirements. In these cases, both parents and supervisor would be informed and a full investigation of the complaint would be carried out followed by appropriate action.

We believe that most complaints can be sorted out and resolved informally at the initial stage. We also believe that it is in the best interest of the pre-school and parents that complaints should be taken seriously and dealt with fairly, in a way which respects confidentiality.

OFSTED-The nominated person will inform Ofsted (using the Ofsted online notification form to tell them about any significant events and no longer by phone or e mail) of any changes to the address of the premises, to the premises affecting the space, the name or address of the provider, name of the provision, registration or charity number changes, change in nominated person, change in committee members and their addresses, change in manager or changes in hours we are open, the death or serious accident or illness a child has, injury to someone on the premises. They will also be informed if any allegations of abuse connected to members of the staff have been made and this will be done immediately (See safeguarding policy).

This policy was adopted in a special meeting of Muscliff Community Playgroup

Held on 22/11/02...Policy updated ……………….…………... signed Mrs Bev King Chairperson…………………………………… ... .............

PLAYGROUP CONTACT INFORMATION FOR THE MUSCLIFF COMMUNITY PLAYGROUP

We hope you have found this information useful please feel free to talk to either the Playgroup Supervisor or a member of the Management Committee at any time.

Your Committee Chairperson is Bev King.

***E mail contact –***

 bev.k@hotmail.co.uk

Your Playgroup Supervisor is ***Phoebe***

Playgroup telephone 07542197758

Playgroup Email muscliffcommunityplaygroup@outlook.com

***This is a mobile which will be turned on whilst we are open (see hours at the front of prospectus), the buildings pay phone has been disconnected so if you need to contact us during playgroup hours ring our mobile.***

|  |  |  |  |
| --- | --- | --- | --- |
| *Registration Form****Child's Name*** |  | ***Sex*** |  |
| ***Date of Birth*** |  | ***Nationality*** |  | ***Religion*** |  |
| ***Mother’s name and address*** |  |
| ***Father’s name and address*** |  |
| ***Are parents married?*** | Yes/no Separated. Divorced. Living together |
| ***Telephone Number (Mother)*** | ***Home:-*** |  | ***Work:-*** |  |
| ***Telephone Number (Father)*** | ***Home:-*** |  | ***Work:-*** |  |
| ***E-mail*** |  |
| ***Who has parental responsibility for the child?*** |  |
|  |  |
|  |  |  |  |
| ***Who does the child live with?*** |  |
|  |  |  |  |
| ***Name, address and telephone number of two people to contact if neither parent can be reached including relationship (Example Aunt, Granny etc.):*** |
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|  |  |  |
| ***If your child is to be collected on a regular basis by someone other than the parents i.e., Childminder, Grandparents, then please give us their name, address and phone number (For one-off collections please read our child collection procedure enclosed).*** |
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|  |  |
| ***Do you give permission for the above persons to sign an accident form on your behalf?*** | Yes/no |
|  |  |
|  | ***Signature*** |  |
| ***Your Doctor's Name*** |  |  |  |
| ***Your Doctor's Address*** |  |  |  |
|  |  | ***Telephone*** |  |
| ***Health visitor's name and address.*** |  |  |  |
|  |  |  |  |
| **Is your child registered with a dentist? Yes/No*****Accident Consent Form*** |   |  |  |
| ***In the event of a minor accident/incident do you give permission for the First-aider present to administer basic first aid to your child in line with our first aid policy enclosed?*** |
| ***Yes/no*** | ***Signature of parent/person with legal parental responsibility*** |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| ***Emergency Treatment Consent Form*** |  |  |  |
| ***In the event of a more serious accident/incident or an emergency, do you give parental permission for us to administer first aid and to seek emergency medical advice and/or treatment in line with our emergencies procedures policy enclosed*** |
| ***Yes/no*** | ***Signature of parent/person with legal parental responsibility*** |  |
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|  |
| ***Are you happy for the staff to use plasters on your child should they be required?*** |
| ***Yes/no*** | ***Signature of parent/person with legal parental responsibility*** |  |
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|  |  |  |  |
| ***Are there any wishes we should be aware of, for example, cultural and religious beliefs?*** |
| ***Yes/no*** | ***Signature of parent/person with legal parental responsibility*** |  |
|  |  |  |  |
| ***Local outing consent form.*** |  |  |  |
| ***Are you happy for us to take your child out for short walks in the local area including the play park/shop etc.*** |
| ***Yes/no*** | ***Signature of parent/person with legal parental responsibility*** |  |
|  |
| ***Other information form*** |
| ***It would be helpful if you will, in confidence, fill in a few details about your child's background*** |
| ***Has he/she got any allergies or/and any dietary needs?*** |  |
|  |
| ***Has your child attended another nursery/preschool setting?******If so, please state:*** | Yes/No |
| ***Has he/she had any serious injuries or illness?*** |  |
|  |
|  |  |
| ***Dates of last immunisations, including last anti-tetanus*** |  |
|  |
| ***Does your child have a diagnosed Special educational need/Disability?******If yes, details -******Does your child have a diagnosed medical need?******If yes, details –******Has your child had their 2 Year Progress Check with their health visitor? Yes/No (Circle as appropriate.)*** ***Does your child have or has had in the past an allocated social worker? Yes/No (Circle as appropriate.)*** ***Does your child see or is waiting to see any medical/health professionals E.g. Speech and language therapist/paediatrician/physiotherapist etc. If yes, then please give details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| ***What is your child’s first language?*** |  |
| ***Is any other language, apart from English, spoken at home on a regular basis?*** |  |
| ***Is there any information that it might help the play leader to know, religious beliefs-please include any special dates, festivals celebrated, customs, special names for anything etc.*** |  |
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| ***Do you give consent for staff to change your child's nappy/underwear if required?*** | ***Yes/No*** |
|  |  |
| ***Do you give consent for the Pre-School to share information with all other Agencies including other Childcare settings, Health Visitors, Healthcare Professionals, Multi-Agency Safeguarding Hub, Early Help Assessment and any other relevant Professionals to enable us to meet your child’s needs at any given time if necessary.*** | ***Yes/ No*** |
|  |  |
| ***Which school do you anticipate your child attending?*** |  |
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| --- |
| ***I/we have read all the information enclosed, I/we understand, are happy with and agree to abide by all the group's policies and procedures.*** |
| ***Signature(s) of Parent(s)/person(s) with legal parental responsibility*** |  | ***Date*** |  |
|  |  |  |

***We understand that this playgroup is organised by parents and are prepared to help by taking our turn on the various helping rotas*** |
| ***Signature of parent/person with legal parental responsibility*** |  |
| ***I give permission for my child to handle visiting pets*** | ***Yes/No (delete as appropriate)***  |
| ***Signature of parent/person with legal parental responsibility*** |  |

Please note that if you withdraw your child from the Playgroup, we will require six weeks’ notice or six weeks fees in lieu of notice. If your child is funded the Playgroup has to return monies to the Local Authority, you may be liable to compensate this cost. YOUR CHILD'S PLACE WILL BE LOST IF FEES ARE NOT PAID FOR 2 WEEKS.

Please read the prospectus and all policies/procedures carefully. If you have any queries, if you are not happy or if you disagree with any of our policies/procedures please speak to the supervisor before signing below

## Consent for the taking of and use of photographic and digital images

Consent is assumed indefinite for the time your child remains on the setting register however; you do have the right to withdraw consent at any time by speaking to the manager Phoebe Carter or Designated Safeguarding Lead – Dawn Peach

For children attending Muscliff Community Playgroup In order to comply with the Data Protection Act 2018 (GDPR) a lawful basis is required before capturing images of a child. Obtaining consent from the parent, guardian or legally appointed representative of the child provides that lawful basis.

Signed

Print Name

Relationship

Date

As the parent, guardian or legal appointed representative

Person with parental responsibility for:

Name of child

I give my consent for photographs, digital images, VCR/DVD recording of the above named child for the purposes of

|  |  |  |
| --- | --- | --- |
| Use in my Child's Communication Book (Any photographs on our laptop will be destroyed the term after your child leaves us for school). | YES | NO |
| Use in the Communication Book of other children at the Setting(Sometimes they are photographed in a pair or a group). | YES | NO |
| Any playgroup production DVD including summer concert/Christmas Concert/presentation including and those taken by other parents/carers who may share it on a social media website (i.e. like Facebook), **although we do not encourage this we cannot be held responsible for any such images circulating on the internet**. | YES | NO |
| General Use in childcare setting displays posters observation files etc. Some photographs of your child may be used for display purposes after leaving to go to Primary School. | YES | NO |
| Group/individual photo by outside reputable photographer viewed/ sold via a website not open to general access without a password. | YES | NO |
| General publicity/local press.  | YES | NO |
| I agree to comply with the whole of the Pre-School being a mobile-free zone to protect the children whilst at Pre-School. This includes all of the building and outside area apart from the kitchen and extension (The John Williamson room) which can be used for any staff personal calls. (All work related phones are without cameras) Please use contact number for Pre-School only to contact us with any updates about your child. | Agree | Dis-agree |