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Safeguarding Children/Child Protection Policy

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Introduction

At **Acorn Nursery School**, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children in our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

1. Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working together to safeguard children 2015 (updated 2017)
- Keeping children safe in education 2016
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- SEND code of practice: 0-25 years
- EYFS statutory framework 2008 (revised 2025)

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2015').

2. Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Create a safeguarding culture amongst staff
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

Acorn Nursery School is aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are well trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children

- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Westmorland and Furness Safeguarding children services.
- Make any referrals relating to extremism to the police in a timely way, sharing relevant information as appropriate.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Ensure that children are never placed at risk whilst in the care of nursery staff.
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the **Westmorland and Furness Safeguarding children's partnership**.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

Westmorland and Furness Safeguarding Hub: **0300 373 2723** OR out of hours service: **01229 833311**

Westmorland and Furness children's social care team **0300 373 2724**

Local authority Designated Officer (LADO) **LADO@cumbria.gov.uk**

Ofsted **0300 123 1231**

Non-emergency police **101**

3. Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

4. Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure

- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the manager/DSL/supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Westmorland and Furness children's social care team and Ofsted, and/or a Common Assessment Framework (CAF) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. Acorn Nursery School expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

LADO is to be contacted within one working day and Ofsted within 14 days.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Female genital mutilation

This type of physical abuse is practiced as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first

pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact **Westmorland and Furness children's social care team** in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parents at the earliest opportunity, where felt appropriate
- Such discussions will be recorded, and the parents will have access to such records
- If there are queries regarding the injury, the Westmorland and Furness children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to Westmorland and Furness children's social care team.

Child sexual exploitation (CSE)

Working Together to Safeguard Children (2023) Statutory guidance, highlights CSE as serious harm affecting children in any location and from any backgrounds, resulting in long- term impacts on health, education and family life.

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the nursery manager/DSL/registered person
- The concern will be discussed with the parents.
- Such discussions will be recorded, and the parents will have access to such records
- An Assessment Framework form may need to be completed
- If there are queries regarding the circumstances and/or the concerns relating to the parents, the matter will be referred to Westmorland and Furness children's social care team.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parents.
- Such discussions will be recorded, and the parents will have access to such records
- An assessment form may need to be completed
- If there are queries regarding the circumstances, Westmorland and Furness children's social care team will be notified.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and there is no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

5. Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and safeguarding training and receive initial basic child protection training during their induction period, this will be renewed every 2 years. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), Westmorland and Furness children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. All level 2 and above staff members and students will be paediatric first aid trained (PFA) ensuring that there will always be a member on sight who is PFA.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSL).

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSL liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

The Designated Safeguarding Lead at Acorn Nursery School is: **Isobel Woodburn**

The Deputy Designated Safeguarding Lead at Acorn Nursery School is: **Abby Healey**

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- This information is also stated within every member of staff's contract
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us and before an interview is held
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones and strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner

- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any need for further support
- We are a small nursery, so staff work together closely. Staff are regularly reminded to be mindful and report any concerns regarding other staff members behaviours to the DSL/nursery manager. If the concern is about the DSL or nursery manager, staff are to follow our whistleblowing procedure.
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, other safeguards will be put into action to ensure the safety of the child and the adult.

6. Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Westmorland and Furness children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

7. Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the Westmorland and Furness safeguarding hub

8. Support to families

Acorn Nursery School takes pride and dedication to building up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the Westmorland and Furness safeguarding hub with the provision that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

9. Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

10. Allegations against adults working or volunteering with children

Allegations

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the owner/registered person/DSL/deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including Westmorland and Furness children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation

- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

11. Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015, we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

Under Martyn's Law 2025 (Terrorism, protection of premises), our nursery, as required, has efficient security measures and procedures in place in the event of a terrorist attack.

12. e-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised when using internet devices (TV screen for whole class learning)

13. Passwords at pick up

When parents register their child to attend our nursery, we require parents to provide a password that other family members will use on pick up. Before sending a child home with an adult who is not their parent or caregiver, we will ask the adult for the password. If the adult

does not know the password, staff will not allow the child to leave the premises until the parent or caregiver has been contacted to confirm the child is allowed to go with the adult.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the *nursery manager/owner/DSL/DDSL/registered person at the earliest opportunity.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- Izzy Woodburn: Izzy Woodburn 6/10/2025
- Abby Healey: Abby Healey 5/10/2025
- Inga Vine:
- Mariia Baran:
- Rebecca Bridge:
- Beth Cunliffe:

Whistleblowing Policy

At **Acorn Nursery School**, we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective.

We recognise that there may be occasions where this may not happen and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk.

We expect all team members to talk through any concerns they may have with the Owner/Manager/Deputy Manager at the earliest opportunity to enable any problems to be resolved as soon as they arise.

Our culture

At Acorn Nursery School we aim for all staff to feel confident, safe and supported to speak up and feel that their concerns will be taken seriously.

All staff; volunteers and students will be made aware of this policy and our procedures for raising concerns about poor or unsafe practice.

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is/may be or is likely to be in risk of danger and/or one or more of the following may be happening, you **MUST** use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, Equalities Act 2010).
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.
- That the environment, has been, is being, or is likely to be damaged.
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Our procedures

Staff will be made aware of the standards they are expected to perform at including, professional knowledge, safeguarding, personal hygiene and appropriate and correct practice.

Staff will be updated with all relevant frameworks including, Keeping children safe in education (updated 2025), EYFS Statutory framework (updated 2025) and Martyr's Law (2025). If any member of staff notices inappropriate or concerning behaviour/ practice of another member of staff, volunteer or student they must:

- Report concerns to Izzy Woodburn (Owner/Manager) or Abby Healey (Deputy Manager).
- The concern will be documented and always taken seriously no matter how big or small.
- The individual in question will be spoken to and immediate support will be given to ensure the individual understands safe and appropriate practice.
- A support plan will be put in place to monitor the individual's progress.
- The member of staff will be offered support if they have been affected by the concern.
- If the individual is the subject of further concerns, an interview to discuss the concerns will take place with Owner/Manager/DSL/DDSL/Deputy Manager, where the conversation will be documented word for word. If concerns continue to be brought to attention, a disciplinary action will be given which could lead to dismissal.
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal.
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal.
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.
- We give all of our staff the telephone numbers of the Local Authority Designated Officer (LADO), the local authority children's social care team, the Westmorland and Furness Safeguarding Children Board and Ofsted so all staff may contact them if they cannot talk to anyone internally about the issues/concerns observed.

Legal framework

The Public Interest Disclosure Act 1998, commonly referred to as the 'Whistleblowing Act', amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. On 25 June 2013, there were some legal changes to what constitutes a qualifying disclosure.

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that:

- A criminal offence.

- A miscarriage of justice.
- An act creating risk to health and safety.
- An act causing damage to the environment.
- A breach of any other legal obligation or concealment of any of the above
- Any other unethical conduct.
- An act that may be deemed as radicalised or a threat to national security.
- Is being, has been, or is likely to be, committed.

Qualifying disclosures made before 25 June 2013 must have been made 'in good faith' but when disclosed, did not necessarily have to have been made 'in the public interest.'

Disclosures made after 25 June 2013 do not have to be made 'in good faith'; however, they must be made in the public interest. This is essential when assessing a disclosure made by an individual.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

- You must believe it to be substantially true.
- You must not act maliciously or make false allegations.
- You must not seek any personal gain.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Allegations and Low-Level Concerns Policy

1. Purpose of this policy

At Acorn Nursery School, children's safety and wellbeing come first. This policy explains what staff, parents, and volunteers should do if they have: - A serious concern or allegation about a member of staff, volunteer, or visitor. - A low-level concern (something smaller that does not reach the level of an allegation but still feels wrong). We want everyone to feel safe to speak up if they are worried.

2. What counts as an allegation?

An allegation is when someone says a member of staff, volunteer, or visitor may have: - Harmed a child. - Put a child at risk of harm. - Broken the rules of professional behaviour with a child. - Committed a crime against a child.

3. What counts as a low-level concern?

A low-level concern is a worry about an adult's behaviour that does not meet the threshold of an allegation but is still concerning. Examples: - Speaking to a child in an unkind or disrespectful way. - Using poor judgment around boundaries (for example, being over-familiar). - Not following safeguarding procedures properly. Low-level concerns help us notice patterns and act early before something more serious happens.

4. How to report a concern

If you have an allegation: - Tell the Designated Safeguarding Lead (DSL) immediately. - The DSL at Acorn Nursery School is Isobel Woodburn. - If the concern is about Isobel speak directly to the Deputy DSL, the Headteacher/Manager, or contact the Local Authority Designated Officer (LADO). If you have a low-level concern: - Share it with the DSL as soon as possible. - Be clear, factual, and write down what you saw or heard.

5. What will happen next

For allegations:

-The allegation will be written down exactly, including no personal comments, feelings or predictions. - The DSL/Manager will contact the Local Authority Designated Officer (LADO) straight away for advice. - We will follow safeguarding procedures to keep children safe. For low-level concerns: - The DSL/Manager will record the concern. - They may speak to the staff member to give support, training, or guidance. - If several low-level concerns build up, these may be treated more seriously.

6. Confidentiality

- All concerns will be taken seriously and handled with care. - Information will only be shared with those who need to know. - Staff will not be treated unfairly for raising a concern in good faith.

7. Recording

- The DSL keeps a written log of all allegations and low-level concerns. - Records are stored securely and kept separate from staff employment files (unless action is taken).

8. Culture of openness

We want a workplace where everyone feels comfortable speaking up. - No concern is too small to share. - Acting early protects children and supports staff. - We encourage honesty, reflection, and learning.

9. Key contacts

- Designated Safeguarding Lead (DSL): Isobel Woodburn - Deputy DSL: Abby Healey - Local Authority Designated Officer (LADO): Contact the Westmorland and Furness Safeguarding Hub on 0300 373 2724

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Intimate Care Policy

Intimate Care

EYFS Links: 3.1, 3.4, 3.6, 3.7, 3.36

We believe at **Acorn Nursery School**, that children need consistency of familiar care givers to support their emotional and social development. Every child's Key Worker will form strong attachments with the children and support each child's individual development and personal care needs. We can use these moments to enhance learning opportunities through singing and speaking to the child during these intimate care routines. We believe that at times children need to be cuddled and offer physical as well as emotional reassurance.

We will guarantee that intimate care routines such as toileting, nappy changing, changing clothes and providing first aid or specialist medical support are provided, to ensure that all the children's needs are met.

To ensure we provide the child with as much privacy as possible we will perform these care routines on a one-to-one basis, with other members of staff in the nursery room/ premises. Only members of staff with their first aid certificate can perform first aid on the children.

At **Acorn Nursery School**, it is paramount that all staff are up to date with their safeguarding training and know what symptoms to look out for, e.g. indicators of abuse. As well as having an up-to-date Enhanced DBS check, which ensures that the staff we have within the setting are suitable and safe to work with the children. Staff are shown the correct procedure of how to provide personal and intimate care and are regularly checked to ensure that a high and safe standard is achieved.

Staff at Acorn Nursery School are all aware of our whistle blowing policy and safeguarding procedures. We believe that it is very important to create strong working relationships with parents to ensure we can give the children the best care possible. By understanding each child's individual needs we can ensure that their basic needs are met and that they are kept safe whilst at Nursery.

We believe that it is important to regularly perform risk assessments and implement any changes or improvements that need to be made to ensure that the best practice and care is provided for the children.

Safe Care and Practice

EYFS Links: 3.1,3.6

The staff at **Acorn Nursery School**, want to ensure that children feel safe, secure and happy whilst at Nursery. Therefore, we need to ensure that staff understand the children's wants and needs but also always remain professional.

To ensure that we promote good practice and reduce the chance of any allegations we ask the staff to understand the following.

- Staff are not to kiss or touch the children inappropriately. We do not tolerate any inappropriate behaviour from staff such as tickling in appropriate places, wrestling with the children. Cuddles are acceptable, but only when they are wanted by children, or when they are needed to support a child who is struggling with their emotional regulation. Staff are to do this in view of other staff members.
- Staff are not to be left alone in the building/ premises with the children, when performing intimate care must tell the manager or duty manager before doing so.
- Staff members have a responsibility to report any behaviour they deem as inappropriate to the Designated Safeguarding Lead (DSL) and follow the whistleblowing procedures in place.
- The Manager Izzy Woodburn and Deputy Manager Abby Healey will support staff who need further training or knowledge in how to provide appropriate care to the children and will report any serious concerns to LADO. They will perform regular checks to ensure staff are maintaining safe practice and will challenge any inappropriate behaviour.

If staff or parents have any concerns or questions about the safe care and practice procedures the nursery has implemented, or they have seen some behaviour they deem unacceptable, they need to speak to the manager as soon as possible. As stated above the Manager and Deputy Manager will challenge any inappropriate behaviour, following the safeguarding and whistle blowing policy and procedures. If you have any concerns regarding the manager, deputy manager, please contact Ofsted **0300 123 1231** or we have attached the link below to Westmorland and Furness's safeguarding hub, where you can fill out a form with your concerns.

[How to report a concern | Westmorland and Furness Safeguarding Children Partnership](#)

Nappy Changing

EYFS Links: 3.3, 3.5 3.6 ,3.7 3.13, 3.60

At **Acorn Nursery School**, it is our responsibility to support children with their care and welfare with their individual needs being at the centre every day. With each child's different needs and requirements, it is essential that all the staff know every child, especially their Key Worker.

At Acorn Nursery School, we will work together in partnership with parents to support our children through their toilet training journey, how well their child has been using the toilet and when their child's nappy had been changed throughout the day.

At Acorn Nursery School our nappy changing facilities are based in the bathroom where the children go to the toilet, away from toys and food. The nappy changing unit is regularly cleaned and checked for damage to the mat and unit. Children bring their own nappies, wipes and barrier cream. Some spare nappy bags, nappies and wipes are kept by the changing unit. Nappies are placed a nappy sack and put in a bin until the end of the day where they are transferred into the nappy bin at school.

The nappy changing procedure:

- Staff to wash their hands before changing a child's nappy.
- Staff will wear the appropriate PPE such as gloves and an apron (staff's choice).
- Staff will gather the child's nappies, wipes and cream (if applicable) from their bags and place it on the changing table.
- Staff will ask the child if they can change their nappy and explain that they are wet or soiled.
- They will lift the child onto the changing station; they are not to leave the child on the changing unit alone.
- Talk/ sing to the child throughout, change the nappy placing the dirty nappy into a nappy bag.
- If the child needs cream applying, they will change their glove to a clean one before applying the cream to the sore area.
- Place the child down off the unit.
- Take your gloves off, place the dirty nappy, dirty gloves and wipes in a nappy bag and dispose of the nappy in the bin.
- Clean the mat down with disinfectant and then wash hands.
- Staff to clean mat and wash hands after every nappy change.

To ensure the welfare and safety of the children, Acorn Nursery School will ensure that:

- Staff who change the children's nappies are to have an Enhanced DBS check to co-inside with safeguarding and keeping children safe.
- Ensuring that all staff are supported and trained how to appropriately change nappies.
- As stated above no child is ever left unattended on the changing unit, risk of fall and injury.
- Ensuring that all staff are up to date with their safeguarding training and to be aware of signs and symptoms of abuse and how to appropriately notify this to the DSL.
- Staff to be aware of the whistle blowing procedure (All stated within the whistle blowing policy).
- As stated above even though personal care will be done on a one-to-one basis another member of staff will always be on the premises to keep the child safe.

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Inclusion and Equality Policy

EYFS Links: 1.6, 1.7, 2.3, 3.20, 3.27, 3.28, 3.67, 3.73

At **Acorn Nursery School**, we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Owner/Manager/Deputy Manager Izzy Woodburn (owner/manager) Abby Healey (Deputy Manager) at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

The legal framework for this policy is based on:

- Special Education Needs and Disabilities Code of Practice 2015
- Children and Families Act 2014
- Equality Act 2010
- Childcare Act 2006
- Children Act 2004
- Care Standards Act 2002
- Special Educational Needs and Disability Act 2001.
- EYFS statutory Framework (updated 2025)

The nursery and staff are committed to:

- Safely recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity/paternity which cannot be justified as being necessary for the safe and effective performance of their work or training.
- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care.
- Making reasonable adjustments for children with special educational needs and disabilities.

- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with additional needs and by producing materials in relevant languages and media for all children and their families.
- Providing a secure environment in which all our children can flourish, and all contributions are valued.
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity.
- Providing positive non-stereotypical information.
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity.
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory.
- Making inclusion a thread which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour.

Admissions/service provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

Recruitment

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out along with a copy of the equal opportunities monitoring form. Application forms will not include questions that potentially discriminate on the grounds specified in the statement of intent.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in the statement of intent. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Although you should no longer ask any health-related questions prior to offering someone work in accordance with the Equality Act 2010, the national College for Teaching and Leadership provides further guidance specific to working with children:

“Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.

People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.

Successful applicants offered a position may be asked to complete a fitness questionnaire prior to commencing the programme. Providers should not ask all-encompassing health questions but should ensure that they only ask targeted and relevant health-related questions, which are necessary to ensure that a person is able to teach.”

Staff

It is the policy of Acorn Nursery School not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions. All staff are expected to participate in equality and inclusion training.

Staff will follow our discriminatory behaviour procedure where applicable to report any discriminatory behaviours observed.

Training

The nursery recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff receive induction training including specific reference to the inclusion and equality policy. The nursery will strive towards the provision of inclusion, equality and diversity training for all staff on an annual basis.

Early learning

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that all children have equal access to early learning and play opportunities.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotypical or derogatory images in the selection of materials.
- Acknowledging and celebrating a wide range of religions, beliefs and festivals.
- Creating an environment of mutual respect and empathy.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds.
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning.
- Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made.
- Ensuring the medical, cultural and dietary needs of children are met.
- Identifying a key person to each child who will continuously observe, assess and plan for children's learning and development.
- Helping children to learn about a range of food and cultural approaches to mealtimes and to respect the differences among them.

Information and meetings

Information about the nursery, its activities and their children's development will be given in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents can access the information they need.

Wherever possible, meetings will be arranged to give all families options to attend and contribute their ideas about the running of the nursery.

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Staff Read and Signed:

- Izzy Woodburn: Izzy Woodburn 6/10/2025
- Abby Healey: Abby Healey 5/10/2025
- Inga Vine:
- Mariia Baran:
- Rebecca Bridge:
- Beth Cunliffe:

Technology within the Nursery

EYFS Links: 3.6

Camera, Mobile Phone and Tablet use

At Acorn Nursery School, we ask for permission from Parents/Carers if we can take pictures of their children for their learning observations and to use them on the Acorn Nursery School social media sites. We receive these permissions on admission to the nursery. We always ensure that children who are not allowed onto social media sites are removed from the picture before they are uploaded and we respect every parent's wishes. Parents will be made aware that in some cases their child may be in the background of other children's observations, however they will not be shared anywhere in public.

During our transition period of the change of management, the manager (Izzy Woodburn) and deputy (Abby Healey) will continue to use their own personal devices to take pictures of the children. Once these pictures have been shared with parents, used for observations and posted on social media sites, the pictures are deleted off their phone. A nursery tablet will also be used to take pictures and create observations on. These observations will be sent to parents over email and pictures will be sent to parents using messages.

To ensure that the children are kept safe, and we maintain safeguarding measures these pictures will be regularly monitored between the manager and deputy manager to ensure that no inappropriate pictures have been taken on either device.

We ask that whilst inside the nursery Parents/ carers do not use their own personal devices to ensure the safety of the children, unless they have had permission from the manager prior. We ask that parents do not share any photographs of other children without the permission of their parents first.

Izzy and Abby will use their phones as a method of communication between themselves and parents.

Safety of the Children

To ensure the safety of the children within Acorn Nursery School staff other than Izzy Woodburn (manager) and Abby Healey (deputy manager) are to keep their mobile phones in their bags at all times (other than when they are on their lunch break, away from the children). Under exceptional circumstances, staff are allowed to have their phone available e.g. an important appointment. This must be agreed with the manager or deputy manager on the day.

We want our staff to be present with the children, giving them no distractions from the learning and support they can offer/ deliver. Smart watches can be worn, but they must have notifications switched off, as well as phones away in their bags.

On trips out of the nursery, Izzy and Abby will bring their phones along with them for photos and in case of an emergency to contact parents/carers and emergency services.

Professionalism

Our staff at Acorn Nursery School must uphold a professional image of themselves in public and on social media. They must be respectful and responsible when posting on social media and be very aware of who is around them when they are out. We encourage staff to not accept friend requests from parents on social media platforms (unless they already know one another outside of nursery).

Staff are not to post anything on social media sites that may impact Acorn Nursery School's image, as well as anything that may offend any staff members or parents using the nursery.

If this is not upheld, then the manager/ deputy manager will action disciplinary procedures that could result in dismissal.

If you have any concerns regarding the Nursery's inappropriate use of social media, please let Izzy Woodburn know. If you have any safeguarding concerns, please contact the Westmorland and Furness Safeguarding hub

[How to report a concern | Westmorland and Furness Safeguarding Children Partnership](#)

Screen Time

At Acorn Nursery School we have started to use screen time, this can be on the TV, iPad or Laptop. We use screen time as a method of supporting learning and development this can be through dancing, singing, learning songs, listening to information, learning Makaton and listening to stories. During relaxation periods we may play white noise, lullabies or piano music to try can create an environment where the children are able to relax and play in a calm and regulated state. We use screen time for educational purposes only and this is for a short period of time.

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Special Educational Needs and Disabilities (SEND)

EYFS Links: 1.13, 2.3, 2.5,2.6,2.7,2.8, 2.10, 3.13, 3.33, 3.34, 3.35, 3.41, 3.67, 3.73, 3.76, 3.97

At Acorn Nursery School, we believe that all children have the right to be cared for, and to develop their learning to their full potential. We are committed to creating a positive and welcoming environment where every child can thrive and be supported with their individual needs. It is our aim to ensure that no children are discriminated against or put at a disadvantage because of their needs. Every child's needs are different and unique and to expect children to develop and act the same is impossible. Every child has the right to develop and learn at their own pace alongside their peers regardless of their needs.

At Acorn Nursery School, we are dedicated to ensuring that each child is supported with their individual needs to help them develop to their full potential. We think that it is essential to work in partnership with parents to ensure that they receive the best possible support. At Acorn Nursery School, we believe that every child with reasonable adjustments to activities, resources and the environment can access our nursery and thrive.

It is our aim to be honest and transparent with parents about where their child is with their development, if we feel that appropriate support was not given prior, we will work alongside the child's parents and relevant professionals (with the parents' permission). When a child in our setting has a delay in their development or has needs that stop them from fully accessing the provisions or reaching their full potential, we believe that it is essential to understand the child, what ways they learn and how we support their development. Through talking to parents, it allows the practitioners to form a full picture of the child's strengths and area of need.

Where we believe a child may have an additional need, or that they need extra support with their development, we will work closely with the child's parents and any relevant professionals to establish if any additional action is required. With professionals' involvement it allows Acorn Nursery School to implement strategies that we may not have thought about, as well as reading reports from other professionals and going to Team around the family (TAF) and Team around the child (TAC) meetings to gain better understanding of them. Through regular observations, we can manage and support children who need extra support in place.

Our Aims at Acorn Nursery School

- To acknowledge each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice on the identification and assessment of any needs not being met by the universal service provided by the nursery.
- We will identify the needs of the child by considering the needs of the whole child which include not just special educational needs.
- Staff to be aware of factors which are not SEND that may have an impact on the child's development e.g. Learning disability - making a reasonable adjustment to support the

child, Health and Welfare, EAL, looked after child, a child on EYPP, behaviour or being a child from a service man or women. Any concerns relating to any of these examples should be described as an underlying response to a need which we will recognise and identify clearly.

- To include all children and their families in our provision, regardless of their SEN needs or any additional disabilities the child may have.
- To ensure that practitioners who are supporting parents/ children are suitably trained and well informed.
- At Acorn Nursery School, we want to ensure that the children receive the best support possible to further their development and skills. Therefore, Izzy Woodburn (Nursery Manager) and Abby Healey (Deputy Manager) will be the new joint SENCO for Acorn Nursery School. Izzy is currently enrolled on the Level 3 SEND course run by Westmorland and Furness Council and Abby has lots of prior knowledge about SEND and the paperwork that co-insides with getting sufficient support in place. All other staff within the setting to be provided with support on how to appropriately support each child and will look at the SEND code of Practice.
- To identify the specific needs of children with special educational needs and/or disabilities and meet those needs through by implementing a range of strategies.
- Ensure that children who learn quicker are also supported and that they are challenged to help them develop further.
- To ensure that we work in partnership with parents/carers and share any update on their child's development, care and SEND journey, so they feel they are kept in the loop and always part of their child's learning journey. As well as getting information from parents/ carers for forms, but also to better understand their child.
- To ensure that we work in partnership with parents and other agencies in order to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required.
- Regularly monitor and review our practice and provision and, if necessary, make relevant adjustments, and seek specialist equipment, services and training if needed.
- Ensure that all children are treated as individuals/equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities.
- Encourage children to value and respect others.
- Challenge inappropriate attitudes and practices.
- Promote positive images and role models during play experiences of those with additional needs wherever possible.
- Celebrate diversity in all aspects of play and learning.

At Acorn Nursery School, the SENCO Role will be shared between the Manager - Izzy Woodburn and Deputy Manager - Abby Healey.

The role of a Special Educational Needs Co-Ordinator (SENCO).

- Take lead in further assessments of a child's strengths and weaknesses, implementing what support they deem necessary to support the child.
- Regularly monitoring whether strategies are working and constantly changing ways in which they can be supported if current strategies are not working.
- Ensure that the correct paperwork and records are kept for evidence for further support but also ensure that other staff and professionals know how to support the child. E.g. support plan with strategies on.
- Work alongside the child's key worker to ensure continuity of support and learning is given and ensure that the child's needs and interests are at the center of all activities that are created to support them with their development.
- Be open with the child's parents, regularly updating them about their child's needs and their development. As well as checking in on how them and their child is at home and if they need any additional support also. Remember to also record any action taken on their support plan and learning journey.

Izzy and Abby to work alongside staff to ensure that systems are in place to plan, implement, monitor, review and evaluate the special educational needs practice and policy. Always ensuring that information is up to date.

Methods

- We will designate a named member of staff to be Special Educational Needs and Disability Co-Ordinator (SENCO) and share his/her name with parents. Izzy Woodburn and Abby Healey.
- Undertake formal Progress Checks and Assessments of all children in accordance with the SEND Code of Practice January 2015 (Updated 2024).
- Provide a statement showing how we provide for children with special educational needs and/or disabilities and share this with staff, parents and other professionals.
- Ensure that the provision for children with special educational needs and/or disabilities is the responsibility of all members of staff in the nursery.
- Ensure that our inclusive admissions practice includes equality of access and opportunity.
- Ensure that our physical environment is as appropriate and suitable as possible for children and adults with disabilities.
- Work closely with parents to create and maintain a positive partnership which supports their child(ren). Ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's care and education. Provide parents with information on sources of independent advice and support.
- Liaise with other professionals involved with children with special educational needs and/or disabilities and their families, including transfer arrangements to other settings and schools. We work closely with the next school or care setting and meet with them to discuss the child's needs to ensure information exchange and continuity of care.

- Provide a broad and balanced early learning environment for all children with special educational needs and/or disabilities.
- Provide adapted activities to meet all individual needs and abilities.
- Use a system of planning, implementing, monitoring, evaluating and reviewing the support plan for children with special educational needs and/or disabilities and discuss these with parents. This needs to be reviewed every 3 months, unless it needs changing during this 3-month period.
- Use the graduated response system for identifying, assessing and responding to children's special educational needs and disabilities. Ensure that children with special educational needs and/or disabilities and their parents are consulted at all stages of the graduated response, considering their levels of ability.
- Use a system for keeping records of the assessment, planning, provision and review for children with special educational needs and/or disabilities.
- Provide resources (human and financial) to implement our SEND policy.
- Ensure the privacy of children with special educational needs and/or disabilities when intimate care is being provided.
- Use the local authorities' Assessment Framework.
- Provide in-service training for practitioners and volunteers.
- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff. We are currently implementing Makaton throughout the nursery. Staff are learning lots of Makaton signs and Abby Healey (Deputy Manager) will undertake Official Makaton Training.
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. support plan or Early help if they have one, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages.
- Use the Ordinarily Available Provision (OAP) Document to support children in the setting with a delay or with SEND to plan activities, implement it into their learning journey and assist with creating support plans.
- Monitor and review our policy annually.

Effective assessment of the need for early help

Alongside the assessments that the nursery SENCO will fill out and put in place, local agencies from the Westmorland and Furness Area will work together to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. Children and families can often need support from a wide range of local agencies.

Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These early help assessments, such as the Common Assessment Framework, should identify what help

the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

An early help assessment can be submitted by the nursery and an Early Help meeting, Team around the Family (TAF) and Team Around the Child (TAC) can be arranged. Any professional can submit an early help assessment which is then undertaken by a lead professional who is the Early Help Co-Ordinator. They should provide support to the child and family, act as advocates on their behalf and coordinate the delivery of support services. The lead professional role could be undertaken by a General Practitioner (GP), family support worker, teacher, health visitor and/or special educational needs coordinator. Decisions about who should be the lead professional should be taken on a case-by-case basis, this decision should then be relayed back to the child and their family.

For an early help assessment to be effective

- An Early help assessment should only be undertaken after receiving permission from the child and their parent/ carer. It should involve the child and family as well as all the professionals who are working with them.
- A teacher, GP, health visitor, early years' worker or other professional should be able to discuss concerns they may have about a child and family with a social worker in the local authority. Local authority children's social care should set out the process for how this will happen; and
- If parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral to the local authority to children's social care may be necessary.

If at any time it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm, or is likely to do so, a referral should be made immediately to local authority children's social care. This referral can be made by any professional. *Working together to safeguard children 2015/17*

Special Educational Needs and Disability code of practice

Acorn Nursery School has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice (DfE 2015, updated 2024) to identify, assess and make provision for children's special educational needs.

Acorn Nursery School will undertake a Progress Check of all children at age two in accordance with the Code of Practice. The early years provider will also undertake an assessment at the end of the Early Years Foundation Stage (in the final term of the year in which a child turns 5) to prepare an EYFS Profile of the child.

The Code of Practice recommends that, in addition to the formal checks above, the nursery should adopt a graduated approach to assessment and planning, led and coordinated by a

SENCO. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs or disability. Acorn Nursery School's joint SENCO Izzy Woodburn and Abby Healey will work alongside parents to assess the child's strengths and plan for future support. The SENCO will ensure that appropriate records are kept according to the Code of Practice.

Stage 1

Where a practitioner or SENCO identifies a child with special educational needs, the nursery will assess and record those needs and provide a number of actions to implement into their learning and play to help the child. As part of this process, the nursery will consult with parents and seek any additional information from external professionals. The targets for the child, any teaching strategies or changes to provision, are set out in a support plan. The plan will be continually under review in consultation with the child and his/her parent(s). This stage will involve a cycle of assessment, planning and review in increasing detail, with increasing frequency, to identify the best ways of securing and maintaining progress.

Stage 2

This is where a practitioner or SENCO, in consultation with the child's parents, decide external support services are required usually following a review of the support plan. The nursery will share its records on the child with those services so that they can advise on any support plan targets and appropriate strategies to help the child.

Statutory assessment

If the help given through a support plan is not sufficient to enable the child to progress satisfactorily, it may be necessary for the nursery, in consultation with the parents and any external agencies already involved, to fill out a document called a SEND request, this will be sent to the SEND professionals at Westmorland and Furness council and they will come and observe the child and suggest strategies that may not be in place. If they feel that the child may need further support, it may lead to the child receiving an education, health and care plan.

Useful Information Sharing

At Acorn Nursery School we aim to give parents as much information as possible to ensure that you are receiving the correct support and receiving any possible funding/allowance for your child. Below are some links for you to look at, if you have any queries regarding SEND or have concerns about your child please let us know and we can give you the necessary support.

- Local Offer- [Families Information | What is the SEND Local Offer?](#)
- Sendiass- [Westmorland and Furness SEND IAS Service | Sendiass](#)
- Ordinarily Available Provision Document- [27820 wfc send ordinarily available provision.pdf](#)
- Senif- [Families Information | Early Years SEND Inclusion Funding \(SENIF\) Guidance](#)
- SEND Code of Practice- [SEND Code of Practice January 2015.pdf](#)

- [Family Help Resources | Westmorland and Furness Safeguarding Children Partnership](#)

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|------------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 05/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Health and Safety- General Policy

EYFS Links: 3.25, 3.28, 3.29, 3.30, 3.44, 3.45, 3.46, 3.47, 3.50, 3.51, 3.54, 3.55, 3.56, 3.57, 3.63, 3.64, 3.65, 3.66
Considerations from the legal team:

Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. It can require staff to cooperate with them and to follow what they are told, but it cannot delegate a duty. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer's duty to ensure it's done and that it's suitable and sufficient. It would not be a defence to a nursery if a member of staff did not undertake, for example, a risk assessment. The employer must therefore have a system in place to ensure such things are done.

At Acorn Nursery School, we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

At Acorn Nursery School, we follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all people using the premises.

At Acorn Nursery School, we will complete the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.

- Plan arrangements to ensure safety and minimize risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery with safe entry and exit routes.
- Create effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to ensure the safe and speedy evacuation of the nursery.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments. Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable).
- Provide a safe environment for students or trainees to learn in.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate action is taken from management.

The nursery will:

- Ensure all entrances and exits from the building, including fire exits, are clearly identifiable and are always clear.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the Manager Izzy Woodburn or Head Teacher from adjoining School Rachel Battersby.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas. (Golden Rules of what is expected of the children) e.g., Walking Feet Inside.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.

- Wear protective clothing when cooking or serving food.
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery.
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We ensure that any food that is given to the children is shop bought and has all the allergens stated on the packet. Unless we bake or cook from scratch, we will ensure that no food has any allergens the children are unable to consume or touch.
- Follow the allergies and allergic reactions policy for children who have allergies (within the Nutrition and Mealtimes Policy).
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are. All Staff are either first aid trained or are booked on first aid training as soon as possible. Ensure all First Aid boxes are appropriately stocked and that the contents are regularly checked. Ensure staff's paediatric first aid certificates are easily made available to parents.
- Ensure children are supervised at all times.
- Ensure no student or volunteer is left unsupervised at any time.

Responsibilities

The designated Health and Safety Officers in the nursery is Izzy Woodburn (Manager) and Abby Healey (Deputy Manager).

The employer/ Manager Izzy Woodburn has overall and final responsibility for this policy being carried out at:

Acorn Nursery School,

Aynsme Rd,

Cartmel,

Grange-over-Sands

LA11 6PR

Abby Healey - deputy nursery manager, will be responsible in her absence.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they cannot rectify, they must immediately report it to the appropriate person named above. Parents and visitors are

requested to report any concerns they may have to Izzy Woodburn (Manager) or Abby Healey (Deputy Manager)

Daily contact, Weekly Staff Meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety training

Persons responsible for monitoring staff training is **Izzy Woodburn and Abby Healey**.

Health and safety is covered in all induction training for new staff.

Training table (example):

Area	Training required	Who
Paediatric First aid	Course	All staff
Dealing with blood	In-house training/course	All staff and students
Safeguarding/Child protection	In-house training/course	All staff and students
Risk assessment	In-house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In-house training/course	All staff where possible
Food hygiene	In-house training/course	All staff and students
Allergy awareness	In-house training/course	All staff and students
Manual handling	In-house training/course	All staff and students
Stress awareness and management	In-house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Fire Warden

Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
SENCO	External course	SENCO
Supervision and appraisal	External course	Manager, deputy and room supervisor

At present at least one member of staff on duty MUST hold a full paediatric First Aid certificate in the nursery and when on outings. In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early year's setting. All trained first aiders must be listed in the first aid policy.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery.
- Risk assessments will be conducted in all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment.
- These are reviewed at regular intervals and when arrangements change.
- All outings away from the nursery (however short) will include a prior risk assessment (Please refer to our Risk Assessment Policy).
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialed by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water.
- The nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all people in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery.
- We review accident and incident records to identify any patterns/hazardous areas.

- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, and when they happen.

Sun Care

At Acorn Nursery we ask that parents apply suncream on their child before they attend nursery. We also ask that parents provide their own suncream with at least sun protection factor (spf) 30 or above (ideally spf 50 +). We will support the children with applying their own suncream, ensuring that all exposed areas have been done. For our 2-year-olds the practitioners will apply the child's suncream for them. As the children get older, we would like to encourage independence, so we will encourage the children to apply it themselves.

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Fire Safety and Safety checks Policy

EYFS Links: 3.54, 3.55, 3.56

At **Acorn Nursery School**, we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The designated fire marshal **Izzy Woodburn** makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often
Escape route/fire exits (all fire exits must be clearly identifiable)	Izzy Woodburn	On going
Fire extinguishers and blankets	Izzy Woodburn	Weekly
Evacuation pack	Izzy Woodburn	Termly
Emergency lighting	Izzy Woodburn	Monthly
Fire alarms	Rachel Battersby/Jane Eccles	Weekly

Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Izzy Woodburn	On going
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Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitors' book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking / Vaping policy

The nursery operates a strict no smoking policy/Vaping – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the owner/manager/deputy manager/fire marshal
- Using the nearest accessible exit lead the children out, assemble at **fire assembly point location on the school playground across the road**
- Close all doors behind you wherever possible
- In the event of the main fire exit being blocked, the back door fire exit must be used.
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the Owner/manager of your location and the identity of the children and other adults with you.

The owner/manager/fire marshal/Deputy manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – **The school playground** check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

Daily safety checks

All staff members are responsible for ensuring the building is safe and children are protected. Staff members are required to:

- Complete daily check list before children arrive
- Check the outdoor area is safe and secure before children arrive and once again before children are sent out to play
- Anything that is deemed unsafe must be reported to the owner/manager/deputy manager, including play equipment, the building or resources
- Unsafe items must be disposed of immediately or at the earliest convenience
- Unsafe large equipment that cannot be disposed of immediately must be barricaded off and children must be warned not to go near the area.

At Acorn Nursery School it is our duty to ensure the safety of the setting, staff, children and families and to ensure effective evacuation procedures are in place.

Policy Adopted on- October 2025

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Staff Read and Signed:

- | | |
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| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Risk Assessment in and out of the Nursery Policy

EYFS Links: 3.64

Considerations from the legal team:

Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. It can require staff to cooperate with them and to follow what they are told, but it cannot delegate a duty. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer's duty to ensure it's done and that it's suitable and sufficient. It would not be a defence to a nursery if a member of staff did not undertake, for example, a risk assessment. The employer must therefore have a system in place to ensure such things are done.

At **Acorn Nursery School** we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazards/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

At Acorn Nursery School we have currently updated our Risk Assessments and aim to regularly update these whenever needed and at least annually. These are regularly reviewed and adapted to cover any potential risks that may harm children, staff and visitors at the nursery. When new equipment is brought into nursery, new risk assessments must be made. We will make sure that all staff are trained in the risk assessment process to ensure understanding and compliance. As well as the safety of others.

All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details refer to the visits and outings section within this policy.

To Support the Nursery and other staff members regarding the risk assessments at work, below is a link that can be used to find out some more information about risk assessments and also look at an example of a risk assessment.

[Managing risks and risk assessment at work: Overview - HSE](#)

Visits and Outings

EYFS Links: 3.65, 3.66

At Acorn Nursery School, we like to take advantage of our beautiful surroundings by taking the children out on regular outings and walks off the nursery premises. Outings are a great way to enhance the children's learning and development. When children are admitted into Acorn

Nursery School parents are asked if they are happy with their child to go on trips and this gives us permission to take the children out on spontaneous as well as planned outings.

Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will always attempt to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Written permission in the Children's registration form is always checked prior to going on an outing or visit. Any outing further than the village will be sent to parents for permission and awareness.
- We provide appropriate staffing levels for outings depending on an assessment of the safety and the individual needs of the children. Staff-Child ratios are always correct.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed trip registers together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear high-visibility vests/jackets.
- On bigger outings outside of the local area, children will be easily identified by staff by using a sticker system. The nursery name, number and mobile number will be displayed on the sticker.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

Risk assessment/outings plan

The full risk assessment and outing plan will be displayed for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

Use of vehicles for outings

- All staff members will inform parents in advance of any visits or outings involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- Drivers of vehicles are adequately insured.
- All vehicles used are fitted with the supplier's instructions with enough safety restraints appropriate to the age/weight of the children carried in the vehicle. Any minibuses/coaches are fitted with 3-point seat belts.
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended.
- Extra care will be taken when getting into or out of a vehicle.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents. Please see the lost child procedure in this policy below.

There may be opportunities for parents to assist on outings. Izzy or Abby will speak to parents prior to the visit regarding health and safety and code of conduct.

Animal Health and Safety

Links to the EYFS: 3.64

At Acorn Nursery School, we believe that visiting animals and caring for pets also gives children the opportunity to learn how to be gentle and responsible for others and supports their learning and development.

Pets from home;

- If a child brings a pet from home to visit the nursery as a planned activity, parents of all children in that day will be contacted and informed prior to the visit. We will obtain written permission from parents to ensure no child has an allergy or phobia. We will complete a full, documented risk assessment prior to the pet visit and assess any risks before this type of activity is authorised.
- Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths during the activity. The staff will explain the importance of this to the children.
- Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited.

Visits to farms;

- A site visit must be made by a senior member of staff (Izzy Woodburn or Abby Healey) before an outing to a farm can be arranged. We check that the farm is well managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. Animals should be prohibited from any outdoor picnic areas.
- We check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area.
- We will ensure that there is an adequate number of adults to supervise the children, considering the age and stage of development of the children.
- We will explain to the children that they will not be allowed to eat or drink anything, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why.
- We will ensure suitable precautions are in place where appropriate e.g. in restricted areas such as near slurry pits or where animals are isolated.

During the visit;

- If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterwards and explain why.
- We will encourage children to leave comforters (e.g. soft toys and blankets) and dummies either at nursery, on the transport used or in a bag carried by a member of staff to ensure cross-contamination is limited.
- After contact with animals and particularly before eating and drinking, we will ensure all children, staff and volunteers wash and dry their hands thoroughly. If young children are in the group, hand washing will be supervised. We will always explain why the children need to do this.
- Meals, breaks or snacks will be taken well away from the areas where animals are kept, and children will be warned not to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption.
- We will ensure children do not consume unpasteurised produce, e.g. milk or cheese.
- Manure or slurry presents a particular risk of infection and children will be warned against touching it. If they do touch it, we will ensure that they thoroughly wash and dry their hands immediately.
- We will ensure all children, staff and volunteers wash their hands thoroughly before departure.
- We will ensure footwear and clothing are as free as possible from fecal materials.

Lost Child Procedure

Lost Child Procedure from Nursery

Links to the EYFS: 3.62, 3.73

At Acorn Nursery School, we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- The nursery manager (Izzy Woodburn) will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children, so they remain supervised, calm and supported throughout.
- The manager (Izzy Woodburn) will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out.

- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The manager will meet the police and parents.
- The manager will then await instructions from the police.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- Ofsted must be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.
- Internal use only.

Lost Child on Outings Procedure

Links to the EYFS: 3.65, 3.73

At Acorn Nursery School, we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately;

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- The Manager (Izzy Wooburn) and Deputy Manager (Abby Healey) will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout.
- If appropriate, on-site security will also be informed and a description given.
- Izzy Woodburn or Abby Healey will immediately inform the police.
- Izzy Woodburn or Abby Healey will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- It will be the Manager (Izzy Woodburn) or Deputy Manager's (Abby Healey) responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff).

- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure.
- Ofsted must be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Sickness, Illness and Infection Control

At Acorn Nursery School, we take pride in promoting the good health of all children attending the setting. To ensure that we minimise the risk of a spread of infection we ask parents to keep their children off nursery if they are feeling very unwell. We believe that it is in a child's best interest to stay at home in a safe environment where they can just rest and get better.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person, wherever possible.
- We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhea, measles and chicken pox, to protect other children in the nursery. **Please see the exclusion guidance below within this policy.**
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours. We notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning. We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.
- We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable.
- We make information/posters about head lice readily available, and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair. Children will be sent home, and parents/carers will be asked to follow the correct process of removal and only attend nursery once all the live headlice are removed/killed.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Infection Control (IC) Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the

IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the sickness is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent (s) and arrange to meet +them at the hospital
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Inform a member of the management team immediately
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

Exclusion Table (Based off UK Health Security Agency)

Infection	Exclusion Period	Comments
Athlete's Foot	None	Children Should not be barefoot at their setting (for example changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff in contact should consult with their GP or Midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	See doctor or pharmacist for treatment. If an outbreak or cluster occurs, consult your local health protection team (HPT) .
Respiratory Infections Including coronavirus (COVID-19)	Children and young people should not attend if they have a temperature and they are unwell.	Children with mild symptoms such as a runny nose and headache, who are otherwise well can continue to attend their setting.
Sickness and Diarrhoea	Staff and Children can return 48 hours after last bout of sickness or diarrhoea.	If a particular cause of the diarrhoea and vomiting is identified, there may

		be additional exclusion advice, for example E. coli STEC and hep A.
Diphtheria	Exclusion is essential.	Preventable by vaccination. Family contacts must be excluded until they are cleared to return by your local HPT
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to to your local HPT.
Glandular Fever	None	
Hand, Foot and Mouth	None	Contact your local HPT if a large number of children are affected.
Head Lice	Until all live lice are removed or killed through the correct removal methods.	Children will be sent home if we spot any live headache on their persons in aid to stop the spread of headlice.
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your local HPT will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotics treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR vaccinations for all children and staff. Pregnant Staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis or septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination.
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case don't need to be excluded.
MRSA	None	Good Hygiene, in particular handwashing and environmental

		cleaning, are important to minimise spread.
Mumps	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR vaccination. Promote MMR vaccination to all children and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella (German Measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR vaccination. Promote MMR vaccination for all children and staff. Pregnant staff should seek prompt advice from their GP.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Scarlet Fever	Exclude until 24 hours after starting antibiotic treatment	Individuals who decline treatment who antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases please contact your UKHSA HPT.
Slapped cheek/ Fifth disease/ parvovirus B19	None (once rash developed)	Pregnant staff around the case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for the child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to antibiotic treatment.
Tuberculosis (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB) Exclusion not required for non-pulmonary or latent TB infection. Always consult you local HPT before disseminating information to staff, parents and carers.	Only pulmonary (lung) Tb is infectious to others, needs close, prolonged contact to spread. Your local HPT will organise any contact tracing.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.

Whooping Cough (pertussis)	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics.	Preventable by vaccination. After Treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.
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Infection Control

At **Acorn Nursery School**, we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the Infection Control in Schools and other Childcare Settings guidance which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around the nursery. Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of.
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy.
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately.
- Clean and sterilise all potties and changing mats before and after each use.
- The toilets are cleaned every night by the onsite cleaner, and the staff check them throughout the day.
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this.
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine.
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth.
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child.
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

In addition:

- The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents will be made aware of the need for these procedures, for them to follow these guidelines whilst in the nursery. (Please see exclusion table within this policy.)
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises)
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are always maintained and increased during the winter months or when flu and cold germs are circulating.

Medication

At **Acorn Nursery School**, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication given on prescription by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- No medication of any description will be administered to any child without written consent from the child's parent.
- Prescription medicine will only be given when prescribed by a doctor, dentist, nurse or pharmacist for the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription recommended from a pharmacy/ over the counter medication

- The nursery will not administer any non-prescription medication.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- At Acorn Nursery School, we will only keep Calpol (paracetamol suspension) and antihistamine (piriton). Antihistamine will only be used in circumstances such as a wasp or bee sting and the child having an allergic reaction to something. Calpol will only be given if a child persists with a high temperature, before Calpol or liquid paracetamol is given parents will be contacted regardless of their time at nursery, not all parents will want Calpol administered they may wish to pick their child up. Staff will only **administer Calpol once**, if the high temperature persists after this time, then the parent will be called to collect their child **straight away or within 2 hours**.
- We will always ensure that we have the child's parent/ carers permission to administer this. Staff will then fill out a medication form, and the parents/ carers will countersign it. These Medications will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- Children requiring Calpol or liquid paracetamol for longer than two days will not be able to return to nursery unless they have been to see their GP, it is our concern that the use of Calpol can mask the symptoms of something more serious.
- If a child does exhibit the symptoms of a high temperature or allergic reaction and the staff are unable to get in contact with the parents/ carers and emergency contacts the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the

nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.

- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given. E.g. Calpol or antihistamine (but only after consent from the child's parents).

The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments, including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. Staff must inform their manager if they are on any form of medication. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. *The nursery manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be

stored out of reach of the children in the medication box. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with, or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Accidents and First Aid

EYFS Links: 3.25.3.50, 3.51

At **Acorn Nursery School**, we aim to always protect children. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

During our transition period of the change of management, we will continue to use the nurseries' old system of logging accidents using an accident and incident book. Head bump forms have been created to give to parents/ carers whose child has had a head bump during their time at nursery. We are hoping to eventually buy a system called EY log which allows us to create and log accidents and incidents, this will enable us to notify parents sooner and allow us to keep track of any recurring accidents.

The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given this is done via the Family app and parents must acknowledge this on the same day via the app, or as soon as reasonably practicable after.

The nursery manager reviews the accident forms *monthly/*termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.

The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).

The Accident File will be kept for at least 21 years and three months.

Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.

Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing about the accident.

The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation	Contact
Ofsted	0300 123 1231
Local authority children's social care team	0300 373 2724
Local authority environmental health department	0300 373 3300
Health and Safety Executive	HSE head office Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Inform a member of the management team immediately.
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid box is positioned on the wall in the kitchen. This is always accessible with appropriate content for use with children. The appointed person is responsible for first aid checks of the contents of the boxes regularly **every 3 months** and replaces items that have been used or are out of date. The staff first aid box is the same first aid box as the children's first aid box.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol, should be kept in them.

The appointed person(s) responsible for first aid are Izzy Woodburn and Abby Healey

*All/*most of the staff are trained in paediatric first aid and this training is updated every three years.

All of our staff at Acorn Nursery have undertaken Level 3 paediatric first aid. If the staff are due an update, then they will be booked onto a course immediately. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids (this includes breast milk bottle feeding times). PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At **Acorn Nursery School**, we treat our responsibilities and obligations in respect of health and safety as a priority, and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | | |
|-------------------|---------------|-----------|
| • Izzy Woodburn: | Izzy Woodburn | 6/10/2025 |
| • Abby Healey: | Abby Healey | 5/10/2025 |
| • Inga Vine: | | |
| • Mariia Baran: | | |
| • Rebecca Bridge: | | |
| • Beth Cunliffe: | | |

Sustainable Practice Policy

At Acorn Nursery School, we are committed to embedding sustainable practices across our setting in line with the *Early Years Foundation Stage (EYFS)* statutory framework. We aim to inspire children to care for their environment, reduce our ecological footprint, and promote long-term wellbeing for current and future generations.

This policy supports children's learning and development under the EYFS areas of:

- Understanding the World
- Personal, Social and Emotional Development
- Communication and Language

Our Aims

- To model and teach environmentally responsible behaviours.
- To reduce waste and promote reuse and recycling.
- To make sustainable choices in resources, equipment, and energy use.
- To engage children, families, and staff in environmental education and action.
- Create a Climate Change and Sustainability Plan that as a Nursery we will implement into our daily practice and routine.

Our Key Commitments

- Curriculum & Learning Opportunities
 - Incorporate nature, environmental topics, and sustainability into daily activities and planning.
 - Use natural and recycled materials in creative and imaginative play.
 - Encourage outdoor learning and connection with nature (gardening, bug hunts, nature walks).
 - Celebrate global environmental events such as Earth Day, World Environment Day, etc.
- Energy & Water Use
 - Promote energy-saving habits (e.g. switching off lights, appliances).
 - Use natural lighting and ventilation wherever possible.
 - Unplugging all equipment at the end of its use/the day
 - Use water mindfully and involve children in learning about water conservation.
- Waste Reduction
 - Encourage waste sorting: general waste, recycling, and composting.
 - Reuse materials (e.g. boxes, containers, fabric) for arts, crafts, and role play.
 - Minimise single-use plastics and packaging in the setting.
- Sustainable Procurement
 - Purchase eco-friendly, non-toxic, durable resources where possible.
 - Prioritise local, seasonal, and organic food and supplies.

- Avoid unnecessary printing and use digital communications where feasible.
- Gardening & Outdoor Environment
 - Maintain a garden space where children can grow herbs, fruit, and vegetables.
 - Encourage care for living things (plants, insects, small animals where appropriate).
 - Use sustainable materials in outdoor play equipment and maintenance.
- Travel & Transport
 - Promote walking, cycling, and car-sharing where possible.
 - Offer information to families about sustainable travel options.
 - Consider air quality when planning drop-off/pick-up arrangements.
- Staff Training & Involvement
 - Ensure staff are aware of and engaged with the sustainability policy.
 - Provide training or CPD opportunities on sustainability and outdoor learning.
 - Encourage staff to contribute to ideas for more sustainable practice.
 - Ensure that staff follow the climate change and sustainability plan.
- Partnership with Families and the Community
 - Share sustainability goals and tips with parents through newsletters and displays.
 - Involve families in environmental projects, recycling schemes, and community clean-ups.
 - Work with local organisations to enhance sustainability (e.g. allotments, eco groups).
- Monitoring and Evaluation
 - Review sustainability practices termly as part of staff meetings.
 - Involve children in evaluating practices (e.g. using eco-councils or green teams).
 - Use observations and planning to monitor how children engage with sustainability topics.
 - Evaluate energy/waste usage periodically to identify improvements.

Links to EYFS Framework (2025)

This policy supports the following EYFS principles:

- Children learn and develop best in enabling environments.”
- “Children develop a positive sense of themselves and others.”
- Understanding the World: Guiding children to understand their impact on the environment.
- Personal, Social and Emotional Development: Encouraging responsible choices and care for others and the planet.

Legal and Statutory Framework

This policy aligns with:

- *Statutory Framework for the Early Years Foundation Stage* (Sept 2025)
- UN Convention on the Rights of the Child – Article 29 (Education must develop respect for the natural environment)
- Sustainable Development Goals (SDG 4.7 & SDG 13)

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

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|--------------------------------|-----------|
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Complaints and Compliments Policy

EYFS Links: 3.74, 3.75

At Acorn Nursery School we believe that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope parents are happy at all times, with the service provided and we encourage parents to voice their appreciation to the staff concerned.

We record all compliments and share these with staff.

We welcome any suggestions from parents on how we can improve our services and will give prompt and serious attention to any concerns that parents may have. Any concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively and to ensure the welfare of all children, enable ongoing cooperative partnership with parents and to continually improve the quality of the nursery.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our *Safeguarding/Child Protection Policy.

Internal complaints procedure

1. If any parent should have cause for concern or any queries regarding the care or early learning provided by the nursery, they should in the first instance take it up with the child's key person or a senior member of staff.
2. If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then they must present their concerns in writing as a formal complaint to the nursery owner/manager. The owner/manager will then investigate the complaint and report back to the parent within 5 working days. The manager will document the complaint fully and the actions taken in relation to it in the complaints log book.

(Most complaints are usually resolved informally at stage 1 or 2.)

3. If the matter is still not resolved, the nursery will hold a formal meeting between the owner/manager, parent and deputy manager to ensure that it is dealt with comprehensively. The nursery will make a record of the meeting and document any actions. All parties present at the meeting will review the accuracy of the record, and be asked to sign to agree it and receive a copy. This will signify the conclusion of the procedure.
4. If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted. Parents are made aware that they can contact

Ofsted at any time they have a concern, including at all stages of the complaint's procedure, and are given information on how to contact Ofsted. Ofsted is the registering authority for nurseries in England and investigates all complaints that suggest a provider may not be meeting the requirements of the nursery's registration. It risk assesses all complaints made and may visit the nursery to carry out a full inspection where it believes requirements are not met.

A record of complaints will be kept in the nursery. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, result of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish; however, all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted inspectors will have access to this record at any time during visits to ensure actions have been met appropriately.

Contact details for Ofsted:

Email: enquiries@ofsted.gov.uk

Telephone: 0300 123 1231

By post:

Ofsted Piccadilly Gate Store Street Manchester M1 2WD

Parents will also be informed if the nursery becomes aware that they are going to be inspected and after inspection the nursery will provide a copy of the report to parents and/or carers of children attending on a regular basis.

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Healthy Workplace Policy

EYFS Links 3.44, 3.47, 3.48

At **Acorn Nursery School**, we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

Dress code

Staff must follow our dress code at all times. The dress code is detailed in the employee handbook. Comfortable, appropriate, clean clothing and sensible footwear.

Staff breaks

It is the responsibility of the nursery owner/manager to ensure that all staff working over six hours take a break of 30 minutes and ensuring that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The nursery will be cleaned daily, and regular checks will be made to the toilet area. These will be cleaned at least daily (more, if necessary, i.e. at lunch time). The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

Kitchen

Staff are made aware of the basic food hygiene standards through appropriate training, and this is reviewed every three years.

- Fridges/ to be cleaned out weekly.
- Microwave to be cleaned after every use.
- Oven to be cleaned each time after baking.
- All cupboards to be cleaned out monthly.
- Fridge and freezer temperatures must be recorded first thing in the morning by a member of staff.
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving.
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.
- All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
- Blended food should be placed in suitable airtight containers, named and dated.
- Surfaces to be cleaned with anti-bacterial spray and wiped with blue roll.
- All plugs to be switched off at the end of each day where practicable (fridge cooler is an exception).
- Children must NOT enter the kitchen except for supervised cooking activities.
- Doors/gates to the kitchen to be kept closed at all times.

Nursery

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times.
- Regular toy washing rotas must be established. Toys should be washed with sanitising fluid.
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags (where used) should be changed frequently.
- Staff are requested to use the appropriate coloured mop for the task or area (see chart on wall) and mop heads should be washed in a separate wash at least weekly.
- All blankets and cushion covers must be washed every 2 weeks.
- All surfaces should be kept clean and clutter free.
- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor.
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff rooms

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy.
- Surfaces to be wiped down daily.
- All implements used for lunch or break to be washed and tidied away.

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Monitoring Staff Behaviour Policy

At **Acorn Nursery School**, we take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner to act as a role model for and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

Within our nursery we expect our staff to:

- Put our children first, their safety, welfare and ongoing development is the most important part of their role.
- Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all.
- Work as part of the wider team, cohesively and openly.
- Be aware of their requirements under the EYFS Statutory Framework and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development.
- React appropriately to any safeguarding concerns quickly and concisely in accordance to the nursery / Westmorland and Furness Local Authority procedures and training received.
- Not share any confidential information relating to the children, nursery or families using the facility.
- Maintain the public image of the nursery and do nothing that will pull the setting into disrepute.
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- Report to management immediately any changes in personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, mental health state, people living in the same premises, any social service involvement with their own children.

Monitoring staff behaviour

Within the nursery we:

- Conduct regular appraisals, during which we will look at interactions with children, their peers, their strengths and areas for improvement.
- Have regular supervisions with all staff in which ongoing suitability will be monitored and recorded.
- Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.

- Operate staff suitability forms and clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding policy.

Some behaviours that may cause concern and will be investigated further:

- Change in moods.
- Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation).
- Changes in the way of acting towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)
- Sudden outbursts.
- Becoming withdrawn.
- Secretive behaviours.
- Missing shifts, calling in sick more often, coming in late.
- Standards in work slipping.
- Extreme changes in appearance.

Procedures to be followed:

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and all members of management, to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Ultimately, we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure on the safeguarding policy will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be called. All conversations, observations and notes on the staff member will be logged and kept confidential.

Policy Adopted on- October 2025

Date of Review- October 2026

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Inclusion and Equality Policy

EYFS Links: 1.6, 1.7, 2.3, 3.20, 3.27, 3.28, 3.67, 3.73

At **Acorn Nursery School** we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Owner/Manager/Deputy Manager **Izzy Woodburn (owner/manager) Abby Healey (Deputy Manager)** at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

The legal framework for this policy is based on:

- Special Education Needs and Disabilities Code of Practice 2015
- Children and Families Act 2014
- Equality Act 2010
- Childcare Act 2006
- Children Act 2004
- Care Standards Act 2002
- Special Educational Needs and Disability Act 2001.
- EYFS statutory Framework (updated 2025)

The nursery and staff are committed to:

- Safely recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity/paternity which cannot be justified as being necessary for the safe and effective performance of their work or training
- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care
- Making reasonable adjustments for children with special educational needs and disabilities
- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with additional

needs and by producing materials in relevant languages and media for all children and their families

- Providing a secure environment in which all our children can flourish, and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory
- Making inclusion a thread which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour.

Admissions/service provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

Recruitment

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Short listing should be done by more than one person if possible.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out along with a copy of the equal opportunities monitoring form. Application forms will not include questions that potentially discriminate on the grounds specified in the statement of intent.

Vacancies should generally be advertised to a diverse section of the labour market.

Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in the statement of intent. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Although you should no longer ask any health-related questions prior to offering someone work in accordance with the Equality Act 2010, the National College for Teaching and Leadership provides further guidance specific to working with children:

“Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.”

“People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.”

“Successful applicants offered a position may be asked to complete a fitness questionnaire prior to commencing the programme. Providers should not ask all-encompassing health questions, but should ensure that they only ask targeted and relevant health-related questions, which are necessary to ensure that a person is able to teach.”

Staff

It is the policy of **Acorn Nursery School** not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions. All staff are expected to participate in equality and inclusion training.

Staff will follow our discriminatory behaviour procedure where applicable to report any discriminatory behaviours observed.

Training

The nursery recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff receive induction training including specific reference to the inclusion and equality policy. The nursery will strive towards the provision of inclusion, equality and diversity training for all staff on an **annual** basis.

Early learning

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities

- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of religions, beliefs and festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning
- Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made
- Ensuring the medical, cultural and dietary needs of children are met
- Identifying a key person to each child who will continuously observe, assess and plan for children's learning and development
- Helping children to learn about a range of food and cultural approaches to mealtimes and to respect the differences among them.

Information and meetings

Information about the nursery, its activities and their children's development will be given in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents can access the information they need.

Wherever possible, meetings will be arranged to give all families options to attend and contribute their ideas about the running of the nursery.

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Promoting Positive Behaviour policy

EYFS Links: 3.2, 3.52, 3.53

At **Acorn Nursery School** we believe that children flourish best when they know how they and others are expected to behave. Children gain respect through interaction with caring adults who act as good role models, show them respect and value their individual personalities. The nursery actively promotes British values and encourages and praises positive, caring and polite behaviour at all times and provides an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the nursery we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both in their own environment and that of others around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

The nursery actively promotes positive behaviour, as within our values we inhabit *Kindness, Curiosity, Respect, Independence, Community and Enjoyment*

We also aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children e.g. biting
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Ensure that all staff act as positive role models for children
- Encourage parents and other visitors to be positive role models and challenge any poor behaviour shown
- Work in partnership with parents by communicating openly and honestly
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and to be consistent
- Promote non-violence and encourage children to deal with conflict peacefully
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families
- Provide activities and stories to help children learn about accepted behaviours, including opportunities for children to contribute to decisions about accepted behaviour where age/stage appropriate
- develop a culture of where all staff take responsibility for behaviour management.
- The owner/manager will be responsible for monitoring, assessing and ensuring all staff are providing the same care and attention to behaviour management.

Our nursery rules are concerned with safety, care and respect for each other. We keep the rules to a minimum and ensure that these are age and stage appropriate. We regularly involve children in the process of setting rules to encourage cooperation and participation and ensure children gain understanding of the expectations of behaviour relevant to them as a unique child.

Children who behave inappropriately, for example, by physically abusing another child or adult e.g. biting, or through verbal bullying, are helped to talk through their actions and apologise where appropriate. We make sure that the child who has been upset is comforted and the adult will confirm that the other child's behaviour is not acceptable. We always acknowledge when a child is feeling angry or upset and that it is the behaviour that is not acceptable, not the child.

When children behave in unacceptable ways:

- We never use or threaten to use physical punishment/corporal punishment such as smacking or shaking
- We only use physical intervention for the purpose of averting immediate danger or personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary. We keep a record of any occasions where physical intervention is used and inform parents on the same day, or as reasonably practicable
- We recognise that there may be times where children may have regular occasions where they lose control and may need individual techniques to restrain them. This will only be carried out by staff who have been appropriately trained to do so. Any restraints will only be done following recommended guidance and training and only with a signed agreement from parents on when to use it. We will complete an incident form following any restraints used and notify the parents
- We do not single out children or humiliate them in any way. Where children use unacceptable behaviour, they will, wherever possible, be re-directed to alternative activities. Discussions with children will take place as to why their behaviour was not acceptable, respecting their level of understanding and maturity
- Staff will not raise their voices (other than to keep children safe)
- In any case of misbehaviour, we always make it clear to the child or children in question, that it is the behaviour and not the child that is unwelcome
- We decide how to handle a particular type of behaviour depending on the child's age, level of development and the circumstances surrounding the behaviour. This may involve asking the child to talk and think about what he/she has done. All staff support children in developing empathy and children will only be asked to apologise if they have developed strong empathy skills and have a good understanding of why saying sorry is appropriate
- We help staff to reflect on their own responses towards challenging behaviours to ensure that their reactions are appropriate
- We inform parents if their child's behaviour is unkind to others or if their child has been upset. In all cases we deal with inappropriate behaviour in nursery at the time. We may

ask parents to meet with staff to discuss their child's behaviour, so that if there are any difficulties, we can work together to ensure consistency between their home and the nursery. In some cases, we may request additional advice and support from other professionals, such as an educational psychologist

- We support children in developing non-aggressive strategies to enable them to express their feelings
- We keep confidential records on any inappropriate behaviour that has taken place. We inform parents and ask them to read and sign any incidents concerning their child
- We support all children to develop positive behaviour, and we make every effort to provide for their individual needs
- Through partnership with parents and formal observations, we make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions, we will implement an individual behaviour modification plan where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. The manager will complete risk assessments identifying any potential triggers or warning signs ensuring other children's and staff's safety at all times. In these instances, we may remove a child from an area until they have calmed down.

Anti-bullying

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We acknowledge that any form of bullying is unacceptable and will be dealt with immediately while recognising that physical aggression is part of children's development in their early years.

We recognise that children need their own time and space and that it is not always appropriate to expect a child to share. We believe it is important to acknowledge each child's feelings and to help them understand how others might be feeling.

We encourage children to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

At our nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- Children are helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways
- Our staff will intervene when they think a child is being bullied, however mild or harmless it may seem

- Staff will initiate games and activities with children when they feel play has become aggressive, both indoors or out
- Staff will sensitively discuss any instance of bullying with the parents of all involved to look for a consistent resolution to the behaviour
- We will ensure that this policy is available for staff and parents, and it will be actively publicised at least once a year to parents and staff.
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery
- All concerns will be treated in the strictest confidence.

By positively promoting good behaviour, valuing co-operation and a caring/nurturing attitude, we hope to ensure that children will develop as responsible members of society.

Policy Adopted on- October 2025

Date of Review- October 2026

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Special Consideration for Employees

At **Acorn Nursery School** we recognise that certain employees such as young persons, new and expectant mothers and persons with a disability may require special consideration.

Legal requirements

The nursery follows the legal requirements set out in The Management of Health and Safety at Work Regulations 1992 and the Equality Act 2010. Our Health and Safety Policy has regard to any employees requiring special consideration at the commencement of employment and during the course of it. The following procedure is followed.

Procedure

The nursery Owner/manager/Deputy Manager:

- Assesses any employee requiring special consideration in conjunction with the individual on induction to the nursery or when their condition or disablement comes to light
- Carries out any risks assessments relating to the occupation of such workers
- Agrees with the worker any necessary special measures such as training and supervision, arrangements, modifications and medical surveillance
- Carries out further assessments and reviews at least annually, or if and when any changes to the special circumstances or environment occur.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what *reasonable* adjustments or support may be appropriate.

Part-time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

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Grievance Procedure

At **Acorn Nursery School**, we always follow our legal obligations as an employer including hearing and investigating grievances. We have a policy and procedures that set out our process.

Legal obligations

Our obligations as an employer are detailed in the ACAS Code of Practice on disciplinary and grievance procedures. This code of practice was introduced in April 2009 and updated in 2015 and 2024. A full copy of the ACAS Code of Practice and the accompanying guidance can be obtained from the ACAS website [Acas Codes of Practice | Acas](#)

We note that a failure to follow the code does not make an organisation liable to formal proceedings at an employment tribunal, but failure to follow the code may result in any compensation award payable to be increased by up to 25% or reduced by 25% if the employee does not comply.

Objectives and guiding principles

We recognise that an employee needs to feel that his or her grievance has been fully investigated and has received a fair hearing. The employee also needs to understand the reasons for the decision made by the manager who heard their grievance. The employee should then be given the opportunity to appeal against the decision. Their appeal should be submitted in writing and should be investigated and heard by someone more senior to the person who heard the initial grievance. The person allocated to hearing the employee's appeal should be able to take a fresh and independent look at the issue. In our organisation the individual's immediate line manager deals with the grievance initially separately before being passed on to the owner of the nursery.

ACAS advocates the use of mediation to resolve grievances, in an attempt to maintain a good working relationship and resolve issues within the workplace. We may decide to use such mediation where appropriate using ACAS support and guidance.

Our grievance procedure does not form part of any employees' contract of employment. It may be amended at any time, and we may depart from it depending on the circumstances of any case.

This procedure applies to all employees regardless of length of service.

Our nursery believes that all employees should be treated fairly and with respect. We encourage all employees to try to resolve any grievance with the individual concerned on an informal basis, as most grievances can be resolved quickly through discussion. Your line manager will assist you with this if you feel this is the best route for you.

If this does not resolve the problem, you should initiate the formal process below.

Grievance process

-Stage 1

Making your grievance

- You should put your grievance in writing and forward it to your line manager.
- This written statement will form the basis of any investigations and the subsequent hearing, so it is important that you set out clearly the nature of your grievance and any dates and names of individuals involved. You should also indicate the outcome that you are seeking. If your grievance is unclear, you may be asked to clarify your complaint before any meeting takes place.
- If your complaint relates to an issue with your line manager, the grievance may be sent to [another nominated manager].
- Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made by you. If any evidence is gathered in the course of these investigations, you will be given a copy long enough in advance of the hearing for you to consider your response. In exceptional circumstances, the evidence given by individuals may have to remain confidential. Where confidentiality is necessary, this will be explained to you and an appropriate summary of the evidence gathered will be given to you.

-Stage 2

The grievance hearing

The hearing will be held as soon as is reasonably possible following any investigations, and within **5** working days of the receipt of your written complaint. It will be conducted by your line manager. You are entitled to bring a companion to the grievance meeting if you make a reasonable request to do so. This request must be in advance of the meeting and you should tell us the name of your chosen companion. The companion may either be a trade union representative or a work colleague.

You should ensure that you attend the meeting where possible. If you are unable to attend because of circumstances beyond your control, you should inform your line manager as soon as possible and a further meeting will be re-arranged as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence.

During the hearing you will be given the opportunity to explain your complaint. Your explanation should focus on the complaint and not on irrelevant issues. The manager conducting the hearing will inform you if they believe the key issues are not being focused on. They may also set a reasonable timeframe for the meeting; this will be determined by the nature and complexity of your complaint.

The hearing may be adjourned to allow further investigations to take place. Following the meeting, you will be informed in writing of the outcome within **5** working days, where

reasonably practicable, and told of any action that the nursery proposes to take as a result of your complaint, if applicable. If it is anticipated that further investigation is required and therefore the outcome cannot be provided within this timeframe, we will inform you as to when you can expect to receive the outcome.

[N.B. However, if another employee has been disciplined as a result of the grievance, you should not inform the employee who raised the grievance as this information is confidential between you as the employer and the other employee.]

If you are dissatisfied with the outcome, you may make a formal appeal in writing to the nursery Director, stating your full grounds of appeal, within **5** working days of the date on which the decision was sent or given to you.

-Stage 3

We will hold an appeal meeting within 14 working days of receiving the appeal, were reasonably practicable. This will be dealt with impartially by a more senior manager who has not previously been involved in the case. You will have the right to bring a companion, as explained above.

We will confirm our final decision in writing, usually within seven working days of the appeal hearing, were reasonably practicable. There is no further right of appeal.

Grievances linked to disciplinary matters

Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure.

Grievances raised while you are subject to disciplinary proceedings will usually be heard when the disciplinary process has been completed.

If grievance has any bearing on the disciplinary proceedings, it will be dealt with as part of the disciplinary hearing or disciplinary appeal, as appropriate.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Staff Disciplinary Procedure Policy

Purpose

The purpose of this policy is to provide a clear framework for addressing concerns about the conduct, behaviour, or professional practice of staff at Acorn Nursery School. The aim is to promote fairness, consistency, and transparency in dealing with disciplinary matters while ensuring that all staff are treated with dignity and respect.

Acorn Nursery School is committed to maintaining high standards of professional conduct and practice to ensure the safety, wellbeing, and development of all children in our care.

This policy applies to all employees, students, apprentices, and volunteers working within Acorn Nursery School.

It covers issues related to professional conduct, behaviour, and performance that may impact the quality of care, safeguarding, or reputation of the nursery.

Principles

- All disciplinary matters will be handled **fairly, consistently, and confidentially**.
- Concerns will be addressed **as early as possible** to allow staff members the opportunity to improve.
- Staff will be given the chance to explain their actions and to be supported in improving their performance.
- Records of all meetings, decisions, and actions will be **documented and securely stored**.
- The nursery follows guidance from the **Early Years Foundation Stage (EYFS 2025)**, **Keeping Children Safe in Education (2025)**, and **ACAS disciplinary procedures**.

Initial Cause for Concern

If a member of staff's behaviour, conduct, or professional practice is causing concern:

- The **Manager/Owner** or **Designated Safeguarding Lead (DSL)** will discuss the concerns with the individual in a supportive manner.
- A **Support Plan** will be developed to help the staff member improve their performance or behaviour.
- The Support Plan will clearly outline:
 - The areas of concern.

- Expected standards of improvement.
- Time frames for review.
- Support or training to be provided.
- The plan must be **signed by both the staff member and the Manager/Owner** and kept in the staff member's file.

Review and Continued Concerns

If the concerns **continue after the support plan period**:

- A **formal meeting** will be arranged between the staff member, the **Manager/Owner/DSL**, and the **Deputy Manager**.
- During this meeting:
 - The concerns will be discussed openly.
 - The staff member will have the opportunity to respond.
 - A clear plan of action and **time frame for improvement** will be agreed.
- The meeting and agreed outcomes will be **documented and signed** by all parties.
- The document will state the possible consequences if improvement does not occur within the agreed time frame.

Formal Disciplinary Action

If the staff member **fails to meet the required standards** or there is **no significant improvement**, the following steps will apply in sequence:

- Verbal Warning

- A verbal warning will be issued, explaining the specific issues and expected improvements.
- This will be documented and placed in the staff members' personnel file.
- The verbal warning will remain active for **6 months** (subject to improvement and review).

-Written Warning

- If concerns persist following a verbal warning, a **written warning** will be issued.
- The written warning will outline:

- The continued issues or breaches.
- Required improvements.
- Support to be provided.
- A time frame for review.
- Consequences of failing to improve.
- This will remain on file for **12 months**.

-Final Written Warning or Dismissal

- If there is still no improvement, or the behaviour or performance continues to be unsatisfactory, the Manager/Owner may issue a **final written warning** or proceed to **dismissal**.
- The decision will be made following a review meeting with the **Manager/Owner, DSL, and Deputy Manager**.
- The staff member will be notified in writing of the decision and the reasons for it.
- Dismissal may be with or without notice depending on the severity of the issue.

Gross Misconduct

In cases of **gross misconduct**, such as serious breaches of safeguarding, health and safety, or behaviour that endangers children or staff, the staff member may be **suspended immediately** pending investigation.

Examples of gross misconduct include (but are not limited to):

- Breach of safeguarding or confidentiality.
- Physical or emotional harm to a child.
- Theft, fraud, or dishonesty.
- Substance misuse or being under the influence of alcohol or drugs on the premises.
- Violent or abusive behaviour.

Following investigation, gross misconduct may lead to **instant dismissal** without prior warnings.

Right to Appeal

Staff members have the right to appeal any disciplinary decision made against them.

- Appeals must be submitted in writing within **5 working days** of receiving the decision.

- The appeal will be reviewed by a senior member of management not previously involved in the case.
- The outcome of the appeal will be confirmed in writing and considered final.

Record Keeping

- All documentation relating to disciplinary proceedings will be kept confidential and stored securely in the staff member's personnel file.
- Records will be kept in accordance with **GDPR** and **Data Protection** legislation.
- Information will only be shared with relevant parties on a need-to-know basis.

Policy Review

This policy will be reviewed **annually**, or sooner if there are changes in legislation or relevant guidance.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
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Bereavement

At **Acorn Nursery School**, we recognise that children and their families may experience grief and loss of close family members or friends or their family pets whilst with us in the nursery. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person/pet is no longer around.

We aim to support both the child and their family and will adapt the following procedure to suit their individual needs and family preferences:

- We ask that if there is a loss of a family member or close friend that the parents inform the nursery as soon as they feel able to. This will enable us to support both the child and the family wherever we can and helps us to understand any potential changes in behaviour of a child who may be grieving themselves.
- The key person and/or the manager will talk with the family to ascertain what support is needed or wanted from the nursery. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation,
- The child may need extra support or one-to-one care during this difficult time. We will adapt our staffing arrangements, so the child is fully supported by the most appropriate member of staff on duty, where possible the child's key person.
- We will be as flexible as possible to adapt the sessions the child and family may need during this time.

We will adapt the above procedure as appropriate when a family pet dies to help the child to understand their loss and support their emotions through this time.

We also recognise that there may also be rare occasions when the nursery team is affected by a death of a child or member of staff. This will be a difficult time for the staff team, children and families. Below are some agencies that may be able to offer further support and counselling if this occurs.

The Samaritans: www.samaritans.co.uk 08457 909090

Priory: www.priorygroup.com 08452 PRIORY (08452 774679)

Child Bereavement UK: www.childbereavementuk.org

Cruse Bereavement Care: www.crusebereavementcare.org.uk 0844 477 9400
helpline@cruse.org.uk

British Association of Counselling: www.bacp.co.uk 01788 578328

SANDS: www.uk-sands.org

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Settling in and Transitions

EYFS Links: 3.27, 3.26, 3.72, 3.73

At **Acorn Nursery School**, we aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process.
- Providing parents with relevant information about the policies and procedures of the nursery.
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours) will be free of charge. Children joining the nursery throughout the year will be offered a settling in session 1-2 hours before they start. For September, January and April starters we will do a stay and play session 3:30pm-4:30pm. This will be confirmed by the manager (Izzy) before your child starts nursery.
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a secondary key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported

- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.
- Not taking a child on an outing from the nursery until he/she is completely settled.

Transitions

At **Acorn Nursery School**, we recognise that young children will experience many transitions in their early years; some of these planned and some unplanned. We are sensitive to the impact of such changes to children, and this policy sets out the ways in which we support children going through these transitions.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member or close friend
- Death of a family pet.

Staff are trained to observe their key children and to be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Starting nursery

We recognise that starting nursery may be difficult for some children and their families. We have a settling in policy to support the child and their family.

Starting school or moving childcare providers

Starting school is an important transition and some children may feel anxious or distressed. We will do all we can to facilitate a smooth move and minimise any potential stresses. This following process relates to children going to school. However, wherever possible, we will adapt this process to support children moving to another childcare provider e.g. childminder or another nursery.

- We provide a variety of resources that relate to the school, e.g. uniform to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept and will aid the transition.
- We invite school representatives into the nursery to introduce them to the children.
- Where possible we use other ways to support the transition to school, e.g. inviting previous children from the nursery who have moved on to school to come back and talk to the children about their school experiences.

- Where possible we plan visits to the school with the key person. Each key person will talk about the school with their key children who are due to move to school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues to help children overcome these.
- We produce a comprehensive report on every child starting school to enable teachers to have a good understanding of every child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.

Other early years providers

Where children are attending other early years' settings or are cared for by a childminder, we will work with them to share relevant information about children's development. Where a child is brought to nursery or collected from nursery by a childminder, we will ensure that key information is being provided to the child's parent by providing the information directly to the parent via email or telephone.

Family breakdowns

We recognise that when parents separate it can be a difficult situation for all concerned. We have a separated family's policy that shows how the nursery will act in the best interest of the child.

Moving home and new siblings

We recognise that both these events may have an impact on a child. Normally, parents will have advance notice of these changes, and we ask parents to let us know about these events so we can support the child to be prepared. The key person will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Bereavement

We recognise that this may be a very difficult time for children and their families and have a separate policy on bereavement which we follow to help us offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

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Outdoor Play

EYFS Links:1.3, 3.58

At **Acorn Nursery School**, we are committed to the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area.

We recognise that children need regular access to outdoor play in order to keep fit and healthy, develop their large and fine motor skills, experience learning in a natural environment and access sunlight in order to absorb vitamin D more effectively. We also refer to The Chief Medical Office guidance on physical activity.

The outdoor areas, both within the nursery grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk-taking and self-esteem, all of which support children to develop skills now and for the future.

We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Where possible and appropriate, we plan and encourage play that helps children understand and manage risks. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

We obtain parental permission when we admit a child into the nursery, any outings into the village will be risk assessed before any child leaves the nursery. Any outings further than the village we will gain permission from parents/carers. There is more information about outings in our 'Risk Assessment in and out of the Nursery' Policy.

We plan all outdoor play opportunities and outings to complement the indoor activities and provide children with purposeful activities that support and follow individual children's interests. There is a balance of both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

We use this policy alongside the following policies to ensure the safety and welfare of children throughout their time outside:

- Health and Safety- Sun Care
- Risk Assessments in and out of the nursery- Lost Child Policy
- Safeguarding and Child Protection

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Sleeping at Nursery and the Use of Dummies in Nursery

Sleep

EYFS Links: 3.59

At **Acorn Nursery School**, we aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

The safety of children's sleeping is paramount. Our policy follows the advice provided by The Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death. Guidance has been adapted to coincide with the age range of children we provide for. We ensure that,

- Children are free to choose a comfortable position for them, we ensure that no blankets or clothing are covering the nose or mouth area.
- Children are never put down to sleep with a drink bottle or food
- Children are monitored visually when sleeping. Checks are recorded every 10 minutes.
- Parents can choose for their child to sleep in pushchair. Pushchairs must not face the wall or be covered by a sheet, so the child is not visible.
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed.
- As good practice we monitor new children sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families.

We provide a safe sleeping environment by:

- Monitoring the room temperature
- Using clean, light bedding/blankets and ensuring children are appropriately dressed for sleep to avoid overheating
- Only using safety-approved cots or other suitable sleeping equipment (i.e. pods or mats) that are compliant with British Standard regulations, and mattress covers are used in conjunction with a clean fitted sheet
- Keeping all spaces around sleeping area clear from hanging objects i.e. hanging cords, blind cords, drawstring bags
- Ensuring every child is provided with clean blankets
- Transferring any child who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest.
- Having a no smoking policy.

We recognise parents' knowledge of their child regarding sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep.

Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

Sleeping twins

We follow the advice from The Lullaby Trust regarding sleeping twins.

Further information can be found at: www.lullabytrust.org.uk

Dummies

At **Acorn Nursery School**, we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech. As babies get older, they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds, they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be.

Our nursery will:

- Discuss the use of dummies with parents as part of babies' individual care plans
- Only allow dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- Immediately clean or sterilise any dummy or bottle that falls on the floor or is picked up by another child.

When discouraging the dummy staff will:

- Make each child aware of a designated place where the dummy is stored
- Comfort the child and, if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy
- Distract the child with other activities and ensure they are settled before leaving them to play
- Offer other methods of comfort such as a toy, teddy or blanket
- Explain to the child they can have their dummy when they go home or at sleep time.

We will also offer support and advice to parents to discourage dummy use during waking hours at home and suggest ways in which the child can be weaned off their dummy through books and stories and use our dummy tree (when appropriate).

Policy Adopted on- October 2025

Date of Review- October 2026

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Nutrition and Mealtimes Policy

At **Acorn Nursery School**, we recognise the importance of a healthy, balanced diet for young children's growth, development, and learning. We are committed to ensuring all children receive nutritious food and drink that meets their dietary needs and supports lifelong healthy eating habits. At Acorn Nursery we ask parents to provide a packed lunch and a healthy morning snack when they attend nursery. We will keep parents informed of healthy lunch alternatives and advise where necessary.

Legal and Statutory Framework

This policy is based on requirements outlined in:

- EYFS Statutory Framework (2024):
 - Section 3: The Safeguarding and Welfare Requirements
 - Paragraphs 3.47 – 3.49 (Food and Drink)
- Food Safety Act 1990 and Food Hygiene Regulations 2013
- Eat Better, Start Better and Start for Life: Early Years Nutrition Guidance (2024)

Aims

We aim to:

- Provide healthy, balanced, and varied meals, snacks, and drinks.
- Ensure all food provided is safe, nutritious, and appropriate for each child's age, cultural background, and dietary requirements.
- Encourage positive attitudes towards food and promote independence during mealtimes.
- Work closely with parents and carers to meet children's individual dietary and cultural needs.
- Promote hydration and limit foods high in salt, sugar, and saturated fats.

Procedures

Food and Drink Provision

- Meals, snacks, and drinks comply with the EYFS requirements and nutritional standards for early years settings.
- Children are offered milk or water to drink; juice and fizzy drinks are not provided.
- Snacks and meals include a variety of fruits, vegetables, grains, dairy, and protein sources.
- Processed and high-sugar foods are limited.

Dietary and Allergy Management

- Parents and carers provide details of any allergies, intolerances, or dietary restrictions before admission.
- All staff are informed of children's dietary needs, and these are displayed in food preparation and serving areas.
- We follow a strict no nut policy and implement clear procedures for managing allergens.
- Individual care plans are created for children with allergies or special dietary needs.

Mealtime Environment

- Mealtimes are calm, social, and enjoyable experiences.
- Staff sit with children, model good table manners, and encourage conversation.
- Children are encouraged to feed themselves where possible, supporting independence and fine motor development.
- Children are never forced to eat and are encouraged to listen to their own hunger and fullness cues.

Food Hygiene and Safety

- All staff handling food hold a Food Hygiene Certificate.
- Food is stored, prepared, and served in accordance with food safety regulations.

- The setting follows a daily cleaning and temperature-check routine for kitchen and storage areas.

Working with Families

- Parents are informed about the setting's food provision and are encouraged to share cultural or family preferences.
- We share menus in advance and provide information about healthy eating at home.
- We support breastfeeding and provide safe spaces for parents to express or store breast milk.

Special Occasions and Celebrations

- We celebrate special occasions with healthy alternatives to sweets and cakes wherever possible.
- Parents are encouraged to bring in fruit platters or healthy options for celebrations.

Promoting Healthy Lifestyles

- We incorporate food, nutrition, and physical health into the EYFS curriculum.
- Children learn about where food comes from, cooking, and making healthy choices.
- Outdoor play and physical activity are encouraged daily as part of a healthy lifestyle.

Monitoring and Review

This policy is reviewed annually or sooner if legislation or guidance changes.

Example of a Healthy Packed Lunch

- **Main Component (Starchy Food + Protein)**

Choose **one** main item that provides energy and essential nutrients:

- **Wholemeal sandwich** with:
 - Chicken and salad (lettuce, tomato, cucumber),
 - Tuna with sweetcorn and a little mayonnaise,
 - Cheese with grated carrot and spinach
 - Hummus with grated vegetables (for a vegetarian option).
- Wholemeal pasta salad with mixed vegetables and cooked chicken or beans.
- Wholegrain wrap or pitta pocket with egg and salad.

- **Fruit and Vegetables**

- Include **at least two portions** of fruit and/or vegetables:
 - Cherry tomatoes, cucumber sticks, or carrot batons
 - Slices of apple or pear (cut to avoid choking risk)
 - Small pot of fruit salad (fresh or in natural juice)
 - Handful of berries or tangerine segments

- **Dairy (or Dairy Alternative)**

- Include **one portion** for calcium and bone health:
 - Small pot of plain or low-sugar yoghurt

- A cube of cheese (e.g., cheddar, mozzarella, or cottage cheese)
- Dairy-free yoghurt or calcium-fortified milk alternative (for children with allergies)
- **Drink**
 - Provide **only water or milk**:
 - Plain water (still or tap water)
 - Semi-skimmed or whole milk (for children over 2 years)
 - - No squash, fruit juice, or fizzy drinks, as per **EYFS and NHS Start for Life** guidance.
- **Snack (optional or mid-afternoon item)**
 - Small oat bar, plain rice cake, or wholemeal cracker
 - Handful of plain popcorn or unsalted breadsticks
 - Avoid foods high in sugar or salt such as crisps, chocolate, sweets, or cakes.

Foods to Avoid (per EYFS & Start for Life guidance)

- Sweets, chocolate bars, or biscuits high in sugar
- Processed meats (e.g., pepperoni, salami)
- Sugary drinks or flavoured water
- Foods posing a choking hazard (e.g., whole grapes, cherry tomatoes, nuts) — cut into small pieces
- **Nuts or nut products (no nut nursery)**

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| ● Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| ● Abby Healey: Abby Healey | 5/10/2025 |
| ● Inga Vine: | |
| ● Mariia Baran: | |
| ● Rebecca Bridge: | |

- Beth Cunliffe:

Nursery Attendance Policy

Introduction

Regular attendance at Acorn Nursery School is vital for every child's wellbeing, development, and learning. Establishing good attendance habits at an early age supports children's routines and sense of security. This policy outlines our expectations, procedures, and safeguarding responsibilities regarding attendance and absence.

Aims

At Acorn Nursery School, we aim to:

- Promote the importance of consistent attendance.
- Ensure all absences are appropriately reported and recorded.
- Work in partnership with parents and carers to support families facing challenges that may affect attendance.
- Fulfil our safeguarding duty to ensure every child's welfare and safety.

Responsibilities of Parents and Carers

- Parents and carers play a key role in supporting good attendance. They are expected to: Inform the nursery as soon as possible if their child will be absent, ideally before the start of the session.
- Provide a reason for the absence, including expected duration, where possible.
- Keep the nursery updated on any changes to emergency contact details or family circumstances.
- Work with the nursery to resolve any issues that may affect attendance or punctuality.

Failure to report absences may result in the nursery having to follow up under safeguarding procedures (see **Safeguarding and Welfare Procedures for Unexplained Absence** Section).

Reporting Absence

- Parents/carers must notify the nursery by telephone, email, or in person by 9:00 am on the first day of absence.
- If the absence continues for more than two consecutive days, parents must maintain contact and provide updates.
- For planned absences (e.g. holidays, appointments), parents should notify the nursery in advance using the appropriate absence form or by email.

Safeguarding and Welfare Procedures for Unexplained Absence

At Acorn Nursery School, the safety and welfare of every child is our top priority.

If a child is absent without notification:

1. First Day of Absence:

- The nursery will attempt to contact parents/carers by phone or other means to confirm the child's whereabouts and reason for absence.

2. Second Day of Unexplained Absence:

- If there has been no contact from the family, staff will attempt to reach all emergency contacts listed on the child's record.
- The Designated Safeguarding Lead (DSL) will be informed.

3. Prolonged or Unexplained Absence (typically after 2–3 days):

- If staff are still unable to contact the parent/carer or establish the child's welfare, the nursery reserves the right to carry out safeguarding procedures.

- This may include contacting the police to request a welfare check and/or notifying the local authority safeguarding team.

These actions are taken purely to ensure the safety and wellbeing of the child and in line with statutory safeguarding guidance (Working Together to Safeguard Children 2023; EYFS 2024).

Support for Families

We understand that families may experience challenges that affect attendance. Our staff team is here to offer support, guidance, and advice in a confidential and non-judgemental manner.

We can assist with:

- Family wellbeing and emotional support.
- Referrals to early help or family support services.
- Advice around health, routines, or developmental concerns.
- Practical guidance for managing attendance or punctuality issues.

Parents and carers are encouraged to speak with their child's key person or the Nursery Manager/DSL at any time for support.

Monitoring and Review

- Attendance is monitored regularly by the Nursery Manager and DSL.
- Patterns of absence are reviewed, and families may be contacted if there are concerns about attendance levels.
- This policy will be reviewed annually to ensure it reflects current safeguarding guidance and best practice.

Contact Information

For reporting absences or seeking support, please contact:

Acorn Nursery School

Phone: 07955689897

Email: info@acornnurseryschool.co.uk

Designated Safeguarding Lead: Izzy Woodburn

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

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|--------------------------------|------------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 05/10/2025 |
| • Inga Vine: | |

- Mariia Baran:
- Rebecca Bridge:
- Beth Cunliffe:

Allergies, Intolerances and Allergic Reactions Policy

Acorn Nursery School is committed to ensuring the safety, health and wellbeing of all children in our care. We recognise that some children may have allergies or intolerances to certain foods, materials, or environmental triggers. This policy outlines how we manage and respond to allergies and allergic reactions to ensure a safe environment for every child.

Aims

- To protect children with known allergies or intolerances from exposure to identified allergens.
- To promote awareness and understanding among staff, children, and parents.
- To respond swiftly and appropriately to any allergic reactions or medical emergencies.
- To comply with health and safety and EYFS safeguarding requirements.

Procedures

- Identification and Record Keeping
 - Parents/carers are required to inform the nursery of any allergies or intolerances when a child starts and to update staff immediately if changes occur.
 - A Health care plan will be given to any child's parents/carers who have stated that they have an allergy or intolerance. This will go into more detail of the child's allergy and how we can support them in the event of the child coming in contact with the food material or environmental trigger they are allergic to.
 - Each child with an allergy or intolerance will have a clearly displayed Allergy Alert Form (with photo) in relevant areas such as the kitchen and staff room, ensuring confidentiality is maintained.

Details include: allergen(s), symptoms, severity, medication required, and emergency contact details.

- 2. Staff Training and Awareness
 - All staff receive training on allergy awareness, food handling, and recognising allergic reactions (including anaphylaxis).
 - Designated staff are trained in the administration of prescribed medication such as EpiPens or antihistamines.
 - Regular refresher sessions are held to ensure staff remain confident and competent.
- Food Preparation and Mealtimes
 - A list of all children's dietary needs is shared with the nursery staff.
 - Separate utensils, chopping boards, and preparation areas are used where necessary to prevent cross-contamination.
 - All food served is checked against allergy lists before being offered to children.
 - Children are never given food brought in by other parents unless approved by management.
 - Staff encourage good hygiene practices (e.g., hand washing before and after eating).

Managing Allergic Reactions

- If a child shows signs of an allergic reaction:
 - Mild reaction:**
 - Symptoms may include rash, itching, mild swelling, or stomach discomfort.
 - Administer prescribed antihistamine as per care plan.

-Monitor and record symptoms and inform parents.

Severe reaction (anaphylaxis):

- Symptoms may include difficulty breathing, swelling of the face or throat, dizziness, or collapse.

-Call 999 immediately.

-Administer the child's prescribed EpiPen or adrenaline auto-injector without delay.

-Contact parents/carers as soon as possible.

-Record the incident and complete an accident/incident form.

Communication

- All parents are informed about the nursery's allergy procedures upon enrolment.
- Notices may be displayed to inform families of allergen-related restrictions (e.g., nut-free policy).
- Staff communicate with parents regularly about any changes to the child's condition or medication.

Review and Monitoring

- This policy is reviewed annually or following any allergic incident.
- Staff and parents are encouraged to provide feedback to improve procedures.
- Updates are made in line with current health and safety and EYFS guidance.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | | |
|-------------------|---------------|-----------|
| • Izzy Woodburn: | Izzy Woodburn | 6/10/2025 |
| • Abby Healey: | Abby Healey | 5/10/2025 |
| • Inga Vine: | | |
| • Mariia Baran: | | |
| • Rebecca Bridge: | | |
| • Beth Cunliffe: | | |

Alcohol, Smoking, and Substance Abuse Policy

Acorn Nursery School is committed to providing a safe, healthy, and professional environment for all children, staff, parents, and visitors. To ensure the wellbeing of everyone in our care, we maintain a strict policy regarding the use of alcohol, tobacco, vaping, and other substances.

This policy applies to: - All employees, volunteers, and students on placement. - All visitors, contractors, and parents/carers while on Acorn Nursery School premises or representing the nursery at off-site activities.

Alcohol and Substance Use

The use, possession, or being under the influence of alcohol or any illegal or controlled substances while on Acorn Nursery School premises or during working hours is strictly prohibited. - Staff must not consume alcohol or use substances before reporting for duty if it could impair their ability to carry out their role safely and responsibly. - Any employee found to be under the influence of alcohol or drugs during working hours will face immediate disciplinary action, which may lead to dismissal from their post. - Visitors or contractors found under the influence will be asked to leave the premises immediately. - In the event of any such incident, the matter will be recorded in the nursery's incident log, and both Ofsted and the Westmorland and Furness Safeguarding Hub will be notified without delay, in accordance with statutory safeguarding and reporting procedures.

Smoking and Vaping

Smoking and vaping are strictly prohibited anywhere within Acorn Nursery School buildings, outdoor play areas, entrances, or any part of the grounds. - Staff, parents, and visitors must not smoke or vape in view of the children at any time. - Anyone found smoking or vaping on nursery grounds will be asked to leave the premises immediately. - Staff who fail to comply with this policy may face disciplinary action, up to and including dismissal.

Support for Staff

Acorn Nursery School recognises that substance abuse can be a sensitive issue. Staff members who are struggling with alcohol or substance misuse are encouraged to seek confidential help and support. The nursery will, where appropriate, assist employees in accessing professional help or counselling services before disciplinary action is taken.

Enforcement and Review

This policy will be communicated to all staff and displayed in the nursery. Compliance with the policy is mandatory. The policy will be reviewed annually to ensure it remains effective and relevant.

Safer Recruitment Policy

Acorn Nursery School is committed to safeguarding and promoting the welfare of all children in our care. We recognise that safer recruitment practices are essential to ensure that all adults working with children are suitable, responsible, and appropriately qualified.

This policy outlines the procedures we follow to ensure that our recruitment and selection

process complies with the Early Years Statutory Framework (2025), Keeping Children Safe in Education (2025), and the Safeguarding Vulnerable Groups Act (2006).

Aims of the Policy

The purpose of this policy is to:

- Ensure that Acorn Nursery School only employs individuals who are suitable to work with children.
- Maintain a consistent, fair, and transparent recruitment process.
- Deter, reject, or identify people who are unsuitable to work with children.
- Meet all statutory and legal safeguarding requirements.

Responsibilities

- The Manager/Owner is responsible for implementing this policy and ensuring all safer recruitment procedures are followed.
- The Manager/Owner will ensure all necessary pre-employment checks are completed and recorded prior to any appointment being confirmed.
- The Designated Safeguarding Lead (DSL) will support the recruitment process by ensuring safeguarding considerations are included in all interview stages and discussions.

Recruitment and Selection Process

- 1- Advertising Vacancies

All job adverts will include a clear statement of Acorn Nursery School's commitment to safeguarding and promoting the welfare of children.

Adverts will state that the successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and provide satisfactory references prior to employment.

- 2- Application Process

Applicants will be required to complete a full application form, providing details of their employment history, qualifications, and experience.

Any gaps in employment will be explored and recorded during the shortlisting or interview stage.

Applicants must declare any criminal convictions, cautions, or pending cases.

- 3- References

The Manager/Owner will ensure that at least two written references are obtained for all shortlisted candidates prior to the interview taking place.

References must include one from the applicant's most recent employer (or placement provider, if applicable).

Verbal confirmation of references may also be sought to verify authenticity.

References will be checked for consistency with the application form.

- 4- Interview and Selection

All shortlisted candidates will be invited to attend a formal interview.

The interview will include both practical tasks (e.g., interaction with children or activity planning) and formal interview questions designed to assess knowledge of:

- Safeguarding and child protection.
- Child development and behaviour management.
- Health and safety awareness.
- Professional conduct and communication with parents and staff.

All candidates will be assessed objectively against the job description and person specification.

- 5- Decision and Appointment

The successful candidate will only be offered a position subject to all pre-employment checks being satisfactorily completed, including:

- Enhanced DBS check.
- Verification of identity and address.
- Confirmation of right to work in the UK.
- Verification of qualifications and professional status.
- Satisfactory medical declaration.

An offer of employment may be withdrawn if any required check is not satisfactory or completed within the required timeframe.

DBS Checks and Supervision Prior to Clearance

- All staff, including volunteers and students, must hold a valid Enhanced DBS check before they begin unsupervised work in the nursery.
- If an individual has been offered a role and is waiting for their DBS check to be processed, they must not be left alone with children under any circumstances.
- During this period, they will be supervised at all times by a member of staff who holds a valid and current enhanced DBS clearance.
- The Manager/Owner will maintain a central record of all staff DBS information and renewal dates.

Induction and Probation

All new staff will undergo a structured induction process, which includes:

- Reading and signing all key policies, including the Safeguarding and Child Protection Policy.
- Receiving training on safeguarding, confidentiality, and health and safety.
- Understanding the nursery's code of conduct and expectations.
- A probationary period will be in place to ensure that the staff member demonstrates suitability for their role.
- Regular supervision and performance reviews will be conducted during this period.

Ongoing Suitability and Monitoring

- Staff will be required to declare any changes in circumstances that may affect their suitability to work with children.
- The Manager/Owner will conduct annual staff suitability checks and maintain records.

- DBS checks will be renewed when circumstances warrant an updated check, however, staff are encouraged to sign up to the DBS update service.

Record Keeping

- The nursery maintains a Single Central Record (SCR) containing details of all recruitment checks for staff, volunteers, and regular visitors.
- All recruitment documents, references, and evidence of checks will be securely stored in the staff member's confidential personnel file.

Policy Review

- This policy will be reviewed annually, or sooner if there are changes in legislation or statutory guidance.
- All staff involved in recruitment must familiarise themselves with this policy and adhere to its procedures.

Designated Safeguarding Lead (DSL): Izzy Woodburn

Deputy DSL: Abby Healey

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Critical Incident Policy

At **Acorn Nursery School** we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Flood

- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

If any of these incident's impact on the ability of the nursery to operate, we will contact parents via phone/email/text message at the earliest opportunity, e.g. before the start of the nursery day.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced each year by a registered gas engineer, and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager/ owner will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure.

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will require children to be sent home as efficient learning will no longer be able to be delivered.

Fire

Please refer to the fire safety policy.

Burglary

The management of the nursery follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The manager will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon
- Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice, and this may result in children being sent home ensuring their safety.
- The manager/owner will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.

- The manager/ owner **Izzy Woodburn** will be available at all times during this time to speak to parents, reassure children and direct enquires
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked when the children play outside, and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. All visitors will be escorted through the nursery supervised by a member of staff at all times.

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved. Please refer to our safeguarding policy to learn about passwords for children's family members.

If a member of staff witnesses an actual or potential abduction from nursery we have the following procedures which are followed immediately:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Bomb threat/terrorism attack

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Other incidents

All incidents will be managed by the manager/ owner and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

The nursery manager will notify Ofsted in the event of a critical incident.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Lone Working Policy

*It is recommended you check your insurance cover if you operate lone working

At **Acorn Nursery School**, we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However, there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch cover
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area
- Supporting children in the toilet area that may have had an accident
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

We always ensure that our staff: child ratios are maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks or working alone.

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.

Public liability insurance for lone working will be sought where applicable.

Employees/managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are safeguarded at all times (relating to additional policies as above).

Employee's responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
- Ensure that the building remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation

- To ensure that the employee has the ability to contact them or a member of the team even if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
- To ensure that employees have the ability to access a telephone whilst lone working
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |
| • Inga Vine: | |
| • Mariia Baran: | |
| • Rebecca Bridge: | |
| • Beth Cunliffe: | |

Access and Storage of Information Policy

Acorn Nursery School is committed to protecting the privacy and confidentiality of all personal information relating to children, families, and staff. This policy outlines how confidential information is securely stored, accessed, and managed in accordance with the UK General Data Protection Regulation (GDPR), Data Protection Act 2018, and the Early Years Foundation Stage (EYFS) Statutory Framework 2025.

This policy applies to all staff members, students, volunteers, and management working within Acorn Nursery School. It covers all forms of information — paper records, digital files, photographs, and any other personal or sensitive data held about staff, children, and families.

Principles

- All personal data must be processed fairly, lawfully, and transparently.
- Data will be collected for specific, legitimate purposes and will not be shared or used for unrelated reasons.
- All records will be accurate, up to date, and kept only for as long as necessary.
- All information will be kept secure at all times, whether in physical or digital form.
- Access to confidential information will be restricted to authorised personnel only.

Secure Storage

- All confidential records relating to staff and children will be stored in sealed, locked cabinets within the nursery's office or designated secure area.
- Access to these cabinets is restricted to the Manager/Owner (Izzy Woodburn) and Deputy Manager (Abby Healey).
- Under no circumstances will personal folders, documents, or sensitive information be left out, visible, or unsecured on desks, shelves, or in classrooms.
- Digital information (if held) will be password protected and accessible only to authorised users.
- Keys to secure cabinets must be held by the Manager/Owner and Deputy Manager only.

Access to Staff Records

All staff members have the right to request access to their own personal file at any time. Such access must be arranged with the Manager/Owner or Deputy Manager and viewed in a secure, private area.

The Manager/Owner and Deputy Manager are authorised to access all staff folders as part of their duties, which include:

- Monitoring and updating training records.
- Maintaining DBS certificates and renewal dates.
- Updating personal information (e.g., emergency contacts, next of kin).
- Access to staff records by anyone other than the Manager/Owner, Deputy Manager, or the individual staff member concerned is strictly prohibited.

Access to Children's Records

Children's records will only be viewed by:

- Members of staff who require the information to carry out their professional duties.
- The parents or guardians of that specific child.
- Information about one child will never be shared with another child's parent or any unauthorised person.

- Where information is requested by an external agency (e.g., Ofsted, safeguarding authorities, or local authority professionals), this will only be shared with proper authorisation and in line with GDPR and safeguarding legislation.

Breaches of Confidentiality

- Under no circumstances may staff, students, or volunteers share, discuss, or display confidential information outside of the nursery or with unauthorised individuals.
- If a staff member shares confidential paperwork, files, or information with a visitor or a parent other than the child's own parent, this constitutes a breach of GDPR and a serious violation of Acorn Nursery School's Confidentiality Policy.
- Such a breach will result in immediate disciplinary action, which may include dismissal and could result in further legal or regulatory consequences.
- All breaches will be recorded and reported to the Manager/Owner, who will determine appropriate follow-up actions in line with GDPR reporting requirements.

Retention and Disposal

Records will be retained only for the minimum period required by law or by the EYFS framework. When records are no longer needed, they will be securely shredded or permanently deleted. Disposal will be overseen by the Manager/Owner or Deputy Manager to ensure compliance.

Staff Training and Awareness

- All staff will receive GDPR and confidentiality training as part of their induction and on a regular basis thereafter.
- Staff must sign a confidentiality agreement to confirm their understanding and compliance with this policy.
- Breaches of this policy will be taken seriously and may result in disciplinary action.

Review

This policy will be reviewed annually or sooner if there are updates to legislation, guidance, or nursery procedures. The Manager/Owner (Izzy Woodburn) is responsible for ensuring all staff are made aware of any changes.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- | | |
|--------------------------------|-----------|
| • Izzy Woodburn: Izzy Woodburn | 6/10/2025 |
| • Abby Healey: Abby Healey | 5/10/2025 |

- Inga Vine:
- Mariia Baran:
- Rebecca Bridge:
- Beth Cunliffe:

Confidentiality Policy

At Acorn Nursery School, we are committed to maintaining the highest standards of confidentiality to protect the privacy and welfare of all children, families, and staff. This policy outlines how information is collected, stored, used, and shared in accordance with the Early Years Statutory Framework (2025), the General Data Protection Regulation (GDPR), and Keeping Children Safe in Education (2025).

Commitment to Confidentiality

- All information regarding children, families, and staff at Acorn Nursery School is treated as strictly confidential.
- Personal information will only be shared with the express permission of parents/carers, except in cases where it is necessary to protect the welfare of a child.
- Confidential information will not be disclosed to anyone without the appropriate authority or consent.

Adherence to GDPR

Acorn Nursery School fully complies with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We ensure that:

- Information is collected and stored securely.
- Data is only used for its intended purpose.
- Parents and carers have the right to access information held about their child.
- Personal information is not shared with third parties without consent, except where required by law or safeguarding duties.
- All staff receive training in data protection and confidentiality as part of their induction and ongoing professional development.

Sharing Information with Consent

- With parental consent, information may be shared with other professionals and agencies to support the child's development and wellbeing.
- This may include sharing relevant information during Team Around the Family (TAF) meetings, speech and language therapy sessions, or when liaising with health visitors, educational psychologists, or other early years professionals.
- Any information shared will be done so on a need-to-know basis and in the best interests of the child.

Safeguarding Exceptions

- While confidentiality is a fundamental principle, it will not be maintained if a child's safety or welfare is at risk.
- Where a member of staff has concerns regarding the welfare, safety, or protection of a child, relevant information may be shared without parental consent if necessary to protect the child.
- Such information will only be shared with appropriate professionals and agencies, such as:
 - Westmorland and Furness Safeguarding Hub
 - Local Authority Designated Officer (LADO)
 - Police or medical professionals, where appropriate
- These actions will be carried out by the Designated Safeguarding Lead (DSL), Izzy Woodburn, or the Deputy DSL, Abby Healey, in her absence.
- All disclosures will be documented in line with statutory safeguarding procedures.

Storage and Security of Information

- All paper records are stored in locked cabinets accessible only to authorised staff.
- Digital records are password-protected and stored on secure systems in line with GDPR security standards.
- Confidential records are retained and disposed of according to statutory retention schedules.

Breaches of Confidentiality

- Any member of staff who breaches confidentiality will be subject to disciplinary action, which may include dismissal.
- All breaches or potential breaches of data protection will be reported to the Data Protection Officer and managed in line with GDPR requirements.

Review and Monitoring

This policy will be reviewed annually, or sooner if legislation or statutory guidance changes. All staff are required to read, understand, and adhere to this policy as part of their professional responsibilities.

Designated Safeguarding Lead: Izzy Woodburn

Deputy Designated Safeguarding Lead: Abby Healey

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

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| • Rebecca Bridge: | | |
| • Beth Cunliffe: | | |

Late Collection and Non-Collection Policy

At Acorn Nursery School, we aim to provide a safe, secure, and nurturing environment for all children.

We understand that there may be occasions when parents or carers are unavoidably delayed in collecting their children. This policy outlines the nursery's procedures and expectations regarding early drop-offs, late collections, and situations where a child remains uncollected.

Our procedures are designed to ensure the safety and welfare of every child in our care while maintaining fairness and respect for our staff team and operational routines.

Standard Nursery Hours

- The standard nursery day operates between 8:45am and 3:15pm.
- The Breakfast Club runs from 8:00am to 8:45am.
- The After School Club runs from 3:30pm to 4:30pm.

Grace Periods

- A 15-minute grace period is offered both before and after standard nursery hours to support parents with minor delays.
- Early drop-off grace period: 8:30am – 8:45am
- Late pick-up grace period: 3:15pm – 3:30pm
- Parents will not be charged during this 15-minute grace period, provided it is not used regularly or excessively.

Early Drop-Off (Before 8:45am)

- If a child arrives before 8:45am and the parent wishes for them to start their session immediately, the child will be placed in the Breakfast Club.
- A Breakfast Club fee will apply for this additional care.
- Children arriving before 8:00am without prior arrangement may not be admitted until staffing ratios are confirmed.

Late Collection (After 3:30pm)

- If a child is collected after 3:30pm, the parent will be charged for attendance in the After School Club, as this falls within that session's time.
- The After School Club ends at 4:30pm.
- If a child is collected after 4:30pm, a late collection fee of £13 per hour (or part thereof) will be charged.
- The late fee is payable directly to the nursery and contributes to covering additional staff supervision costs.

Contacting Parents in the Event of Late Collection

- If a child remains at the nursery after the expected pick-up time (including grace period), staff will attempt to contact the parents/carers immediately using all available phone numbers.
- If parents cannot be reached, emergency contacts listed on the child's registration form will be called.
- During this time, the child will remain supervised by at least two qualified members of staff.

- If 30 minutes have passed since closing and no contact has been made, the Manager/Owner (Izzy Woodburn) will follow the Non-Collection Procedure (Please see below)

Non-Collection Procedure

If a child has not been collected and no contact has been made:

1. The Manager/Owner or Deputy Manager will continue to attempt to contact all known numbers.
2. If, after 30–45 minutes, there is still no response, the Manager/Owner will contact the Local Authority Children’s Social Care and/or Local Safeguarding Children Partnership (LSCP) for advice and next steps.
3. A written record of all communication attempts, times, and decisions will be kept.
4. Under no circumstances will staff leave a child alone on the premises or take the child home with them.

Parent/Carer Responsibilities

- Inform the Manager/Owner (Izzy Woodburn) as soon as possible if they know they will be late to collect their child.
- Ensure all contact details and emergency numbers are up to date.
- Arrange alternative collection if necessary and inform the nursery in writing or by phone who will collect the child (providing a password or identification if required).
- Pay any applicable late or extended-hours fees promptly.

Repeated Late Collection

- Persistent late collection (three or more occasions in one term) may result in a meeting with the Manager/Owner to discuss attendance arrangements and possible further action.
- Continued breaches may lead to the termination of the child’s nursery place.

Safeguarding and Welfare

- The welfare of children remains our top priority.
- If staff believe a child is at risk of harm due to consistent late collection or failure to collect, this will be recorded and reported to the Designated Safeguarding Lead (DSL) and, if necessary, Children’s Social Care.
- All safeguarding procedures will be followed in accordance with Keeping Children Safe in Education (2025) and the EYFS Statutory Framework (2025).

Review of Policy

This policy will be reviewed annually or sooner if required due to operational changes or updated statutory guidance. The Manager/Owner (Izzy Woodburn) is responsible for ensuring all staff and parents are aware of the procedures within this policy.

Policy Adopted on- October 2025

Date of Review- October 2026**Staff Read and Signed:**

- Izzy Woodburn: Izzy Woodburn 6/10/2025
- Abby Healey: Abby Healey 5/10/2025
- Inga Vine:
- Mariia Baran:
- Rebecca Bridge:
- Beth Cunliffe:

Students, Young Workers & Volunteers Policy

Acorn Nursery School recognises the valuable contribution that students, young workers, and volunteers can make to our setting. We are committed to providing meaningful learning and work experience opportunities within a safe, supportive, and professional environment.

Our highest priority is the safety, welfare, and protection of children. All individuals involved with the nursery must adhere to the statutory guidance in Keeping Children Safe in Education (KCSIE) 2025 and the Early Years Foundation Stage (EYFS) Statutory Framework 2025.

This policy applies to:

- Students on school, college, or university placements.
- Young workers, including those under 18, completing work experience or part-time roles.
- Volunteers assisting nursery staff in any capacity.

Recruitment and Pre-Engagement Checks

All prospective students, young workers, and volunteers must complete an application form or provide placement details through their educational provider. Two references must be obtained prior to starting, one from an academic or professional source where possible.

An Enhanced Disclosure and Barring Service (DBS) check, including the children's barred list, is required before any individual may have unsupervised access to children. If a DBS check is pending or unavailable, the individual may begin their placement only under constant supervision of a qualified member of staff and must not be left alone with children until the DBS is verified as clear.

Identity and right-to-work (if applicable) checks must be completed before the start date. All individuals must confirm they are not disqualified from working with children under the EYFS requirements.

Induction

All students, young workers, and volunteers will complete a structured induction programme prior to starting, including:

- Welcome to Acorn Nursery School, its values, and daily routines.
- Tour of the nursery and introduction to the team.
- Overview of health and safety procedures.
- Safeguarding induction in line with KCSIE 2025 and EYFS 2025.
- Review of key nursery policies.
- Completion of an Induction Checklist signed by the individual and supervisor.

Probationary Period

- All students, young workers, and volunteers will complete a probationary period of four weeks (or proportionate to placement length). During this time, the Manager/Owner will monitor:
 - Attendance and punctuality.
 - Professional conduct and attitude.
 - Interaction with children, parents, and staff.
 - Adherence to policies and safeguarding practices.

At the end of the probationary period, a review meeting will take place with the Manager/Owner to assess suitability to continue the placement. Outcomes may include continuation, extension, or termination.

Supervision and Ongoing Support

The Manager/Owner and Deputy Manager will provide ongoing supervision and support throughout the placement. Regular meetings will review progress and provide feedback. Concerns regarding conduct, performance, or safeguarding will be discussed promptly and documented.

Safeguarding and Child Protection

All individuals must comply fully with Acorn Nursery School's Safeguarding and Child Protection Policy. Any concerns about a child's welfare must be reported immediately to the Designated Safeguarding Lead (DSL).

If the concern involves a member of staff, student, or volunteer, the Whistleblowing Policy must be followed. Failure to follow safeguarding procedures will result in immediate termination of the placement.

Confidentiality and Professional Conduct

Students, young workers, and volunteers must maintain strict confidentiality regarding children, families, and staff. Mobile phones, cameras, and recording devices are prohibited in childcare areas. Breaches of professionalism or policy may lead to immediate termination.

Completion of Placement

Upon completion, the Manager/Owner or Deputy Manager will conduct a review meeting and provide feedback. Records of DBS checks, induction, and supervision will be securely retained.

Record Keeping

The nursery will maintain records for each student, young worker, or volunteer, including application, references, DBS verification, induction records, and review notes. Records are stored securely and available to Ofsted upon request.

Review of Policy

This policy will be reviewed annually by the Manager/Owner and Deputy Manager, or sooner if there are updates to KCSIE, EYFS, or nursery procedures.

Policy Adopted on- October 2025

Date of Review- October 2026

Staff Read and Signed:

- Izzy Woodburn: Izzy Woodburn 6/10/2025
- Abby Healey: Abby Healey 5/10/2025
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