

Fairfield Playbox Pre-School

ADMISSIONS POLICY

Statement of intent

It is our intention to make Fairfield Playbox accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to Playbox through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim we operate the following admissions policy:

- We ensure that Playbox is advertised in places accessible to all sections of the community: with the Kingston Children's Information Service, which supplies information about all the Playgroups, Pre-schools and Parent and Toddler Groups in the borough; at Clinics, Doctors' Surgeries and in Public Buildings and via the internet.
- We have a Waiting List for the preschool and children can have their names put on that at any time by the parent filling in a simple application form.
- When we have a vacancy at our preschool we take the eldest on the Waiting List first.

There are exceptions to this:

As Playbox is owned and managed by Kingston Methodist Church, children whose parent/s regularly attend the church have priority.

We occasionally give priority to a child with special needs or one referred by Kingston Social Services or Achieving for Children (part of the Local Authority).

- It is a requirement that children attend a minimum of 2 sessions a week as our experience shows that this is necessary for children to settle and benefit from their time at Playbox.

This policy was last reviewed and revised on 20.5.19

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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FOOD AND DRINK POLICY

Statement of intent

We regard snack times as an important part of Playbox Preschool's session. Eating represents a social time for children and adults and helps children to learn about healthy eating and making choices.

Aim

At snack times, we provide fruit and a choice of breadsticks or rice cakes, with milk or water to drink, according to the children's individual dietary needs. We aim to meet the Early Years Foundation Stage Welfare Requirements on Food and Drink.

Methods

- When a child starts Playbox, we find out from parents their children's dietary needs and preferences, including any allergies.
We record this information on her/his registration card and on the daily Register and ensure that all staff and volunteers are fully informed about them.
- On some occasions, such as religious festivals and Teddy Bears' Picnics, we include foods from the diet of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- We regret that we cannot accept cakes or sweets from parents, on children's birthdays, for example.
- Through discussion with parents, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack times so that they are social occasions in which children and staff participate.
- We use snack times to help children to develop independence through giving them opportunities to make choices, serve food, learn to use age-appropriate cutlery, chop fruit and feed themselves.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session.
- For children who drink milk, we provide whole pasteurised milk.

This policy was adopted at a meeting of The Fairfield Playbox Management Committee held on 6.6.06 after discussion at a Staff Meeting held on 20.4.06

This policy was last reviewed and revised on 20/5/2019

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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Fairfield Playbox Pre-School

HEALTH AND SAFETY POLICY

Statement of intent

We believe that the health and safety of children is of paramount importance. We will make our preschool a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

All the members of staff are responsible for health and safety. The Leaders, Sheila and Hima, are the designated persons for ensuring that the policy is adhered to.

We display the necessary health and safety poster in the downstairs kitchen.

Risk assessment

Our risk assessment process includes:

- A full annual review of the risks in our preschool and the procedures we follow to identify and manage these.
- A daily checklist for hazards and risks in the halls downstairs and upstairs, the outside area, toilets, kitchen and all other rooms used for small groups; also we check daily our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We discuss risk assessment issues at our staff meetings and at our weekly planning meetings.

Insurance cover

Kingston Methodist Church has public liability insurance and employers' liability insurance.

Awareness raising

- Our induction training for staff and volunteers includes written guidelines and a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting. (eg. Door/gate for security, the wearing of jewellery being a safety hazard, etc.)
- Health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff and regular volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems are designed to prevent unauthorised access to our premises and to prevent children from leaving our premises unnoticed, during preschool hours.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Furniture is arranged to ensure that children cannot climb up to any of the windows on the first floor.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are facilities for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities in the lower hall, they:
 - are supervised at all times;

- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Children are supervised when using hot water to wash hands.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the preschool which includes lower hall, kitchen, toilets and nappy changing area.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a good standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues, wipes and paper towels.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Playbox.

- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- The temperature of the fridge is monitored.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- Are undertaken only when the parent/carer accompanies their child.
- A risk assessment is carried out before an outing takes place.
- One or two staff may accompany children and parents on outings and a minimum of two should remain behind with the rest of the children.

Missing child

If a child goes missing from the Preschool:

- The Leader will carry out a thorough search of the building and outside area.
- The register is checked to make sure no other child has also gone astray.
- If the search fails to find the child the police are contacted and the parents informed.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Leader talks to staff to establish what happened
- A full investigation will be carried out by the Management Committee Chairperson taking written statements from all the staff present at the time.

- The Leader writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group.
 - when the child was last seen.
 - what has taken place in the group since then;
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- The Insurance Department of the Methodist Church is informed.

Animals

- Animals visiting Playbox are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff (Sheila Moore) and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of registration, parents are asked to sign for permission for emergency medical advice or treatment to be sought, including allowing staff to take their child to the nearest Accident and Emergency unit to be examined.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the preschool.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Our accident book:

- is kept safely and accessibly;
- all staff know where it is kept and how to complete it. A record of an accident to a child is shown to the parent/carer, who signs it and keeps a copy.
- is reviewed at least termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR)

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We would report to the Health and Safety Executive:

- deaths;
- major injuries
- over-3-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury but could have done.

Any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Book

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or near by;
 - any racist incident involving a staff or family member on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while at Playbox. We ask parents to inform us, by telephone, if their child is unable to attend preschool for any reason, including illness.

- We do not provide care for children who are unwell, have a temperature, or a contagious or infectious illness, including conjunctivitis. A child who has had sickness or diarrhoea should be clear of the symptoms for 48 hours before returning to Playbox.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the playgroup.

- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea or any other infectious illness, do not attend Playbox.
- A staff member who appeared to be under the influence of alcohol or drugs at the preschool would be sent home immediately and the circumstances would be investigated. If any staff member is taking medication that may affect their ability to care for children, medical advice would be sought and the staff member only allowed to continue working if that advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All staff medication is securely stored, out of the reach of children.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear.
- Adults who remain in the building on their own have the door locked.
- The sickness of staff is recorded in our log book/wages book and their involvement in accidents in our accident book. The records are reviewed termly to identify any issues that need to be addressed.

Records

In accordance with the Welfare Requirements of the Early Years Foundation Stage, we keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff, students and volunteers who work with the children or who have substantial access to them;
- names and addresses of all members of the management committee;
- all records relating to the staff's employment with the playgroup, including application forms, references, results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from the preschool;
- the names and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for administration of medication, emergency treatment;
- incidents

The following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

This policy was last reviewed and revised on 20.5.19

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

Fairfield Playbox Pre-School

PARENTAL INVOLVEMENT POLICY

Statement of intent

We believe that children benefit most from early years education and care when parents (or person in loco parentis) and preschool work together in partnership.

Our aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the playgroup.

Method

In order to fulfil these aims we:

- are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- inform all parents about how the preschool is run and its policies. This is done through access to written information: on our website; through our 'New Parent Talk' and regular informal communication, including half termly newsletters and information on the white board in the entrance hall. We check to ensure parents understand the information that is given to them;
- encourage and support parents to play an active part in the management of the preschool by encouraging them to become parent representatives on our Management Committee or to talk to the Parent Reps at regular coffee mornings, open evenings etc. or to help occasionally as a parent volunteer.
- inform parents on an informal, regular basis about their children's progress;
- involve parents in any record keeping about their children - either formally or informally.
- provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of Playbox Preschool and to welcome the contributions of parents, in whatever form these may take;
- inform parents about relevant support groups, conferences and training courses.
- hold meetings in venues that are accessible and appropriate for all;
- inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- provide opportunities for parents to learn about the curriculum offered in Playbox and about young children's learning, in the preschool and at home. This includes the use of special books called 'Learning Journeys' which show the child's progress with photos and comments which are passed to parents on a regular basis.

In compliance with the Early Years Foundation Stage - Welfare Requirements, the following documentation is in place:

- admissions policy;
- complaints procedure;
- record of complaints; and

- plans of activities provided for children.

This policy was last reviewed and revised on 20.5.19

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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Fairfield Playbox Pre-School



PROCEDURES IN CASE OF FIRE

1. On discovering a fire, raise the alarm by activating one of the fire alarms situated near the entrance doors or in the upstairs hall.
2. Children in the Lower Hall should be lined up, be told – and helped – to hold hands and then led out by the safest door, the one furthest from the fire. Sing “Follow my Leader” or another

familiar song to keep them calm. The Leader should pick up the daily register and the Playbox mobile phone on the way out.

3. In the case of fire, assemble in the Church car park if this is safe, otherwise in the private car park opposite. The assembly point in the event of a bomb/terrorist threat to the church is the southern end of Avenue Road. The Leader will then call the register.
4. If any children are in the toilets, in the Vestry, or in the hall upstairs (which has a fire exit leading to the car park) the member/s of staff with them should take them out of the building following the procedure as above i.e. holding hands and singing to keep them calm, and assemble with the others. If you are trapped in the toilets by flames or smoke – keep calm. The doors are fireproof for 30 minutes. Place wet paper towels at bottom of door to prevent smoke coming in.
5. Once the children are out of the building the Leader will ensure that the Fire Brigade is called.

THE PRIORITY IS TO GET EVERYONE OUT OF THE BUILDING QUICKLY, CALMLY AND SAFELY.

These procedures were last reviewed and revised on 20.5.19.

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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Fairfield Playbox Pre-School

SPECIAL EDUCATIONAL NEEDS & DISABILITY POLICY

Statement of intent

We will provide an environment in which all children are supported to reach their full potential.

Aims

- We have regard for the Department for Education Special Educational Needs Code of Practice.
- We welcome children of all abilities at Playbox.
- We provide practitioners to help support parents and children with special educational needs (SEN)/disabilities.
- We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

Methods

- We have two designated members of staff who are the joint special educational needs co-ordinators (SENCOs): Sheila Moore and Hima Rebelly. They attend regular Network meetings with other SENCOs in the borough and regular training courses provided by Kingston Early Years.
- We provide a statement showing how we provide for children with SEN/disabilities.
- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the preschool.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support. We will direct parents to the Local Offer website when it is operational.
- We liaise with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.
- We provide a broad and balanced curriculum for all children with SEN/disabilities.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We keep records of the assessment, planning, provision and review for children with SEN/disabilities.
- We provide appropriate resources (human and financial) to implement our SEN/disability policy.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.

- We raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- We provide a complaints procedure.

This policy was last reviewed and revised on 20.5.19

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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Fairfield Playbox Pre-School

SPECIAL NEEDS STATEMENT

At Playbox we welcome all children including those with special needs, such as language and communication difficulties, developmental delay, visual or hearing impairment, challenging behaviour and/or physical disabilities.

Staff are not qualified to diagnose medical problems, but after years of relevant training and experience, we can recognise areas of development that may need help or investigation and may suggest a visit to Health Visitor or G.P.

Occasionally we may, with parental consent, consult with the Pre-school Support Service Co-ordinator for Special Needs.

We work in partnership with parents and other agencies such as physiotherapists and speech and language therapists in order to meet individual children's needs.

If you have any worries about your child's development please do not hesitate to talk to your child's Key Worker, or one of the Playgroup Leaders.

This statement was last reviewed and revised on 20.5.19

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