

## DOVER COLLEGE EARLY YEARS POLICIES

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ARRIVALS AND DEPARTURES

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## **ACCIDENTS AND INCIDENTS**

### **1. Scope**

This policy aims to outline procedures to deal with any incident or accident related to the Early Years foundation department in a calm, professional manner. The accident and incident policy and procedures, alongside our health and safety policy, support our safeguarding and child protection policies for everyone within the setting including staff, children, visitors and volunteers. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Incidents and Accidents**

Where an incident or accident occurs within the setting premises or during a setting outing we will ensure that the necessary steps are taken to deal with the incident or accident while maintaining the safety of the children. 'Incidents' include, but are not limited to, the following:

- Fire at the pre-school premises
- Death of a child
- Break-in, burglary or theft of personal or the pre-school's property
- Vandalism to pre-school property or at the pre-school premises
- Violence or assault/attack to a member of staff, parent/visitor or volunteer on the premises
- Critical Incident – any short notice incident not fitting the above

### **3. Recording incidents or accidents**

An incident book is used for recording incidents, and an accident book for recording accidents (including those that are reportable to the Health and Safety Officer under RIDDOR - the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We will report any incidents resulting in injury, any dangerous occurrences which could have resulted in injury or fatality or any other dangerous occurrence as fits the definition of an 'incident'. Our incident book will record the incident circumstances and description, the time and date of the incident, the names of persons involved and signatures of those involved/present.

### **4. Dealing with an Accident**

All accidents on the premises are recorded in the accident book. Accident books are kept in the Pre-Reception classroom (specifically for Early Years children). All staff have been trained on how to complete the book.

All members of staff hold paediatric first aid certificates and undertake training every three years.

Minor accidents (e.g. grazed knee) to children are reported to parents verbally when parents collect their child.

## **5. Head Injuries**

If a head injury occurs a head injury form is completed – the original document is sent home to parents and a copy filed in the head injury file (located in the Junior school medical room - all staff have been trained in completing these forms).

All head injury forms are completed with:

- Date
- Time
- How the accident happened
- Where it happened
- Treatment

All accidents are reported to the class teacher, who reports to parents through contact book, phone, verbally or via email.

## **6. First Aid Equipment**

The Dover College first aid kits:

- Comply with the Health and Safety (First Aid) Regulations (1981)
- Are regularly checked by a designated member of staff and re-stocked as necessary
- Are easily accessible to adults
- Are kept out of the reach of children
- Are labelled for easy and quick access

## **7. Injuries to Adults**

In the event that a child, member of staff, visitor or volunteer become injured at the setting the following steps will be taken:

- The Early Years Co-Ordinator will assess the injury and act decisively to either treat or call for medical help; ensuring the safety and wellbeing of the children and other persons is maintained (medical centre staff to be called for back- up)
- If an injury has been sustained but it is deemed to be relatively minor and readily treatable a first aid trained member of staff will administer treatment as appropriate
- If an injury has been sustained that is more serious and requires medical help the Deputy Head (Pastoral) will call first for medical help and then, if a child has sustained the injury, will call the parents of the child (and/or send a designated adult to the Junior school office to ask for the child's parent to be contacted)

- The Deputy Head (Pastoral) will ensure that the children in the setting continue to be cared for and will, if necessary, call for additional staff to help
- The Deputy Head (Pastoral) will ensure that the injured person is kept comfortable (as dictated by medical advice) until the emergency services or the medical centre staff arrive
- Should an injured child be taken to hospital a member of staff will accompany the child if the parents have not yet arrived at the setting – this may or may not be the Deputy Head (Pastoral) but someone who the child is comfortable with
- The Early Years Co-ordinator will ensure that any and all accidents are recorded in the accident book; ensuring that the date, time and circumstances are clearly recorded
- The Early Years Co-ordinator will inform the Headmaster (if this has not been done already) who will be responsible for reporting to the authorities (ISI)
- ISI will be notified within 14 days of any accident/injury to a child, parent, staff member or volunteer - requiring treatment by a GP Doctor or hospital Doctor. Likewise the Health and Safety Officer in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) will be notified.

#### **8. Reporting of Incidents not related to Early Years Setting**

Should a child suffer an injury when not in the care of the setting, we request that parents inform the Deputy Head (pastoral) and Early Years Co-ordinator or the child's key person/class teacher of any such incident so we may ensure that children are safeguarded appropriately. For example, a child may have taken a fall and hit their head that morning before leaving home with no apparent harm caused, but may subsequently suffer symptoms of concussion. Informing us of the injury can help us to monitor the child for any delayed symptoms.

Any incident reported will be logged using the **Record of Existing Injuries Form** by the parent/carer reporting the injury/incident. It should detail the nature of the injury / incident, time and date and should be signed by the parent, as well as the person that the incident/injury was reported to (along with any supporting documents e.g. doctors note/minor injuries discharge note).

#### **9. Death of a Child, Member of Staff, Volunteer or Parent**

In the event of a death at Dover College Early Years department the Early Years Co-ordinator and Headmaster will ensure that the following steps are taken:

- The police are immediately informed
- The parent is informed where it is a child
- The other children at the setting are appropriately looked after and kept calm
- Parents will be called to collect children before normal closing time, and additional staff will be called in to help look after the children if necessary
- The time, date and circumstances are recorded in the incident book

- ISI are informed as soon as possible
- The Health and Safety Officer will be informed in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)
- Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies
- The chair of governors is informed as soon as possible

#### **10. Violence or Assault/Attack to a Member of Staff, Parent/Visitor or Volunteer on the Premises**

If a person or child is physically attacked an offence will have been committed. The degree of injury will reflect whether the incident is a common assault (which does not involve cuts or bruises or fractures) or an assault occasioning actual bodily harm (cuts requiring medical treatment, fractures, temporary loss of sensory functions). In the event of violence or assault the Headmaster and the police must be informed and the following steps taken:

- The incident will be recorded in the incident book, detailing the time, date and what happened, who was involved and the circumstances. This should be signed by all persons involved. **NOTE – if a child has been injured the procedures in the safeguarding children policy must also be followed and the local safeguarding children board must be notified**
- If injury has been sustained that requires medical treatment (beyond that of first aid) an ambulance will be called – dial 999
- The safety and wellbeing of the children will be secured, with the children moved to a safe part of the building and kept calm – if necessary parents may be called in to take their children home early
- The Deputy Head (Pastoral) will contact the police to report the incident and will record the crime number in the incident book
- If appropriate, first aid will be administered by a trained first aider or the medical centre trained nurses
- In the event that abusive behaviour is displayed it is advisable for another member of staff to witness the incident. The exact timings and nature of abuse should be recorded in the incident book and reported to the Deputy Head (Pastoral)

#### **11. Break-in, Burglary or Theft at the Setting**

The setting operates within a school. At the end of each day the premises are securely locked by the member of staff on duty. It is, however, staff responsibility to ensure that windows are securely closed at the end of each day. In the event of a burglary or theft the police will be informed immediately. The incident will be recorded and the following will be detailed in the incident book:

- Description of the item(s) stolen, time, date and circumstances; providing as much detail as possible together with any details of a police visit to the premises
- Crime number given by the police once the incident has been reported
- Pass any details on to the school bursar for insurance purposes

## **12. Vandalism to Property or Premises**

Incidents of vandalism that occur to the building and premises of the setting will be recorded in the incident book, detailing the time of discovery and nature of the vandalism. This will then be relayed to the Headmaster to resolve and report to the police as necessary. In the event that vandalism occurs to the property the following steps will be taken:

- The Deputy Head (Pastoral) will record the details of the incident; noting the time, date and nature of the vandalism
- The Deputy Head (Pastoral) will inform the Bursar who will contact the police to report the incident. The crime number will be noted in the incident book
- The Deputy Head (Pastoral), Bursar and Head of Estates will assess the safety of the children as a result of the vandalism and will make a decision to either continue the session or close part of the premises for repairs, ensuring that the children are kept safe and isolated from any unsafe areas.

## **ADMINISTERING MEDICINES AND CARE OF SICK**

### **CHILDREN**

#### **1. Scope**

The aim of this policy is to set out arrangements for the school when children within Early Years are sick or in need of medication. The term 'parents' also relates to carers and those with legal guardianship of children.

#### **2. Infection control**

In order to control the spread of infection it is necessary to exclude sick children with infectious illness from the Junior School. It is also our belief that sick children need to be at home in order to recover from sickness where they are more comfortable.

#### **3. If a Child becomes Unwell whilst at School**

When completing the registration forms, parents will have the opportunity to give permission for the school to administer paracetamol or ibuprofen if it is considered necessary. If a child becomes ill whilst at school, staff will make every effort to make the child comfortable.

Staff will contact parents in order to arrange for the child to be collected and to ask permission to administer medicine (infant paracetamol or ibuprofen) in the case of a high temperature. If parents cannot be contacted, the Deputy Head (Pastoral) will liaise with the school medical centre and will make the decision whether to administer medicine for a high temperature or as pain relief.

Staff will not administer medicines to children who are unwell and need to recover at home. If parents cannot be contacted, then the child will be taken to the school medical centre.

**It is imperative that parents notify staff if they have administered/need to administer medicine or if they suspect their child is unwell.**

#### **4. If a Child is Receiving a Course of Medication**

As already stated, it is our belief that sick children need to be at home in order to recover from sickness. However, there may be occasions where a child is considered by parents as being ready to return to school but might still be on a course of medication. They might also be on medication for a condition that does not stop them from being at school. On these occasions, staff will only administer medicines when:



- A parental consent form has been signed, giving clear instruction about how and when to administer these and if medicine has been prescribed from a doctor/GP
- Staff will keep medicines in a refrigerator or locked cupboard away from the children
- Every time medicine is administered, staff will complete an Administration of Medicine form detailing the amount administered and the time and date
- The staff member will sign the form and have it countersigned by another member of staff, who will have checked the details and witnessed the administration
- Staff will always check in the child's file and parents written instructions to make sure when the next dose is due, how much to administer and whether or not the child may have any allergies.

**If staff are in doubt about administering medicine check with the Deputy Head (Pastoral) or Medical Centre staff.**

## **BEHAVIOUR MANAGEMENT**

### **1. Scope**

Dover College Early Years department believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views, feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task which requires support, encouragement, high quality teaching and setting the correct example. This policy sets out the principles that underpin how we achieve positive and considerate behaviour and how these exist within the programme for promoting personal, social and emotional development. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Responsibilities**

Responsible practitioner: Deputy Head (Pastoral) and Early Years Co-ordinator

Role of responsible practitioner: To ensure that procedures and strategies are upheld and all staff are made aware of the behaviour policy

### **3. General Philosophy and Principles**

Our philosophy of behaviour management is to respect each child as an individual, acknowledging and promoting their rights so that they begin to develop an understanding of the needs and rights of others as well as themselves. It is important that we help to build the children's self-esteem in order that they have the confidence to communicate their feelings. We promote an atmosphere of positive discipline and children are rewarded with stickers, certificates, verbal praise, star of the day bands and 'shinies' - which is a great system for promoting and highlighting positive behaviour.

All staff keep themselves up-to-date with legislation, research and thinking on promoting positive behaviour and on handling children's behaviour where it may require additional support. The setting accesses relevant sources of expertise on promoting positive behaviour within the programme for supporting personal, social and emotional development. We recognise that codes for interacting with other people vary between cultures and require staff to be aware of – and respect – those used by members of the setting. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy. We familiarise new staff and volunteers with the setting's behavioural management policy and its guidelines for behaviour. We expect all members of our setting – children, parents, staff, volunteers and students – to keep to the guidelines, requiring these to be applied consistently. We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person/teacher. We work with parents to address low-level, recurring behavioural issues, using our observation records to help us to understand the cause and to decide jointly how to respond appropriately.

#### **4. Strategies for Children Who Display Challenging Behaviour**

- We require all staff, volunteers and students to use positive strategies for handling any challenging behaviour by helping children find solutions in ways which are appropriate for their age and stage of development. Such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn an appropriate response.
- We ensure that there are enough toys, resources and sufficient activities available so that children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns.
- We acknowledge considerate behaviour such as kindness and willingness to share.
- We support each child in developing self-esteem, confidence and feelings of competence.
- We support each child in developing a sense of belonging in our group, so that they feel valued and welcome.
- We avoid creating situations in which children receive adult attention only in return for challenging behaviour.
- When children behave in challenging ways, we help them to understand the outcomes of their action and support them in learning how to cope/respond more appropriately.
- We never send a child out of the room by themselves, though may decide to allow the child an age appropriate amount of time to calm down and reflect.
- We never use corporal punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques intended to single out and/or humiliate individual children.
- We use physical restraint, such as holding, only to prevent physical injury to children or adults and/or serious damage to property.
- Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our setting Early Years Co-ordinator and Deputy Head (Pastoral) and are recorded in both the child's personal file and the physical intervention file. The child's parent is also informed on the same day.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitude, by means of explanation rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's challenging behaviour.

#### **5. 'Rough and Tumble' play and 'Fantasy Aggression'**

Young children often engage in play that has aggressive themes – such as superhero and weapon play; some children appear pre-occupied with these themes, but their behaviour is not necessarily a precursor to hurtful behaviour or bullying, although it may be inconsiderate at times and may need addressing using strategies.

- We recognise that teasing and rough and tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social and not as problems or aggressive.
- We will develop strategies to contain play that are both agreed with the children and understood by them, with acceptable behavioural boundaries to ensure children are not hurt.
- We recognise that fantasy play also contains many violently dramatic strategies, blowing up, shooting etc., and that themes often refer to ‘goodies and baddies’ and as such offer opportunities for us to explore concepts of right and wrong.
- We are able to tune in to the content of play, perhaps to suggest alternative strategies for heroes and heroines, making the most of ‘teachable moments’ to encourage empathy and lateral thinking and to explore alternative scenarios and strategies for conflict resolution.
- As a school, we do not allow children to bring in toy weapons such as guns.

## **6. Hurtful behaviour**

We take hurtful behaviour very seriously. Most children under the age of five will at some stage hurt or say something hurtful to another child, especially if their emotions are high at the time, but it is not helpful to label this behaviour as ‘bullying.’ For children under five, hurtful behaviour is momentary, spontaneous and often without cognisance of the feelings of the person whom they have hurt.

- We recognise that young children behave in hurtful ways towards others because they have not yet developed the means to manage intense feelings that sometimes overwhelm them.
- We will help them manage these feelings as they have neither the biological means nor the cognitive means to do this for themselves.
- We offer them an explanation and discuss the incident with them to their level of understanding.
- We recognise that young children require help in understanding the range of feelings they experience. We help children recognise their feelings by naming them and helping children to express them, making a connection verbally between the event and the feeling. Older children will be able to verbalise their feelings better, talking through themselves the feelings that motivated the behaviour.
- We plan regular adult initiated activities involving feelings and regularly read stories which create scenarios for children to respond to and think about.
- We help young children learn to empathise with others, understanding that they have feelings too and that their actions impact on others feelings.

- We help young children develop pro-social behaviour, such as resolving conflict over who has the toy.
- We are aware that the same problem may happen over and over before skills such as sharing and turn-taking develop. In order for both the biological maturation and cognitive development to take place, children will need repeated experiences with problem solving, supported by patient adults and clear boundaries.
- We support social skills through modelling behaviour, through activities, role play and stories. We build self-esteem and confidence in children, recognising their emotional needs through close and committed relationships with them.
- We help a child to understand the effect that their hurtful behaviour has had on another child; we do not force children to say sorry, but encourage this where it is clear that they are genuinely sorry and wish to show this to the person that they have hurt.
- When hurtful behaviour becomes problematic, we work with parents to identify the cause and find a solution together. The main reasons for young children to engage in excessive hurtful behaviour are that:
  1. They do not feel securely attached to someone who can interpret and meet their needs – this may be in the home or in the setting.
  2. Their parent, or carer in the setting, does not have skills in responding appropriately, and consequently negative patterns are developing where hurtful behaviour is the only response the child has to express feelings of anger.
  3. The child may have insufficient language or mastery of English to express him or herself and may feel frustrated.
  4. The child is exposed to levels of aggressive behaviour at home and may be at risk emotionally, or may be experiencing child abuse.
  5. The child has a developmental condition that effects their behaviour.
- Where this does not work, we may decide to refer the child to Head of Individual Needs to enable us to gain a better understanding of the underlying cause of the problem

## 6. Bullying

We take bullying very seriously. Bullying involves the persistent physical or verbal abuse of another child or children. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour.

A child who is bullying has reached a stage of cognitive development where he or she is able to plan to carry out a premeditated intent to cause distress in another.

If a child bullies another child or children:

- We show the children who have been bullied that we are able to listen to their concerns and act upon them
- We intervene to stop the child who is bullying from harming the other child or children

- We explain to the child doing the bullying why his/her behaviour is not acceptable
- We give reassurance to the child or children who have been bullied
- We help the child who has done the bullying to recognise the impact of their actions
- We make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practice and reflect on considerate behaviour
- We do not label children who bully as 'bullies'
- We recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others
- We recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour
- We discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour
- We also share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving

## CHILDREN USING TECHNOLOGY

### **1. Scope**

This policy sets out arrangements for children when using technology at Dover College.

### **2. Appropriate use**

Children will use only age appropriate software provided and monitored in the setting. All Internet activity should be deemed appropriate and monitored at all times by an adult. Any inappropriate materials sent to the computer must be reported to the Deputy Head (Pastoral), Early Years Co-ordinator and IT Manager. Personal details will not be shared over the Internet. ALL internet activity is monitored and filtered by the IT Manager. ALL computers in the Early Years are filtered and have age appropriate restrictions. ALL children's cameras, ICT equipment, video recorders, remote control cars and recording equipment (including books) are the property of Dover College and are prohibited to leave the setting.

### **3. Prohibited items**

Children are prohibited to bring to school the following personal belongings:

- Cameras
- Mobile phones
- Laptops
- iPads, Kindles tablets
- iPods, music players
- Recordable toys
- Any electrical devices

Occasionally permission will be given for devices to be bought into school which support the class topic - this will be monitored by the class teacher.

## EQUIPMENT

### **1. Scope**

The purpose of this policy is to set out the arrangements for the use of technology within Early Years and the Junior School.

### **2. The importance of technology**

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment. We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.

### **3. Methods**

In order to achieve our aim:

- We provide play equipment and resources which are safe and age appropriate
- We provide a sufficient quantity of equipment and resources for the number of children
- We provide resources which promote all areas of children's learning and development, which may be child or adult-led
- We select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping
- We provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children
- We provide man-made, natural and recycled materials which are clean, in good condition and safe for the children to use
- We provide furniture which is suitable for children and furniture which is suitable for adults
- We store and display resources and equipment where children can independently choose and select them
- We check all resources and equipment regularly as they are set out at the start of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment
- We plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenge is offered



We regularly clean and sterilize all of our equipment and resources to ensure a high standard of cleanliness and hygiene throughout the setting.

## EARLY YEARS FOUNDATION STAGE

### **1. Scope**

The Early Years Foundation Stage is about developing key skills such as listening, speaking, concentration, persistence, confidence and learning to co-operate with other children. It also covers early Language and Communication, Literacy, Mathematics and investigative skills that will prepare young children for the Key Stage 1 Curriculum.

### **2. Aims**

The curriculum of the Foundation Stage underpins all future learning by supporting, fostering, promoting and developing children's:

- Positive attitudes and disposition towards their learning
- Social skills
- Attention skills and persistence
- Reading and writing
- Personal, social and emotional well-being
- Physical development
- Communication and Language skills
- Problem solving skills
- Creative development

### **3. Structure of provision**

The three prime areas work together to support development in all other areas and continue to be important and fundamental throughout the EYFS:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

As children become secure in the three prime areas they develop essential skills through the four specific areas which include essential skills for children:

- Literacy
- Mathematics
- Understanding the World

- Expressive Arts and Design

The prime and specific areas of Learning and Development and the Characteristics of Effective Learning are all interconnected. Each individual child is encouraged to relate to people and things through the Characteristics of Effective Learning by:

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically

#### **4. Objectives**

The objectives of provision are:

- To make the child's first experience of school happy, positive and fun
- To encourage parents to become partners with the school in the education of their children
- To provide a curriculum firmly based on active learning to meet the needs of the individual child, based on the Development Matters in the Early Years Foundation Stage and preparing for learning at KS1
- To foster love of learning, enquiring minds and the ability to discuss, adapt and negotiate through planning according to their interests
- To help children to develop confidence, independence and self-control and to respect the feelings, needs, culture and abilities of others

#### **5. Resources**

Teachers will use a range of equipment and teaching materials and encourage a variety of experiences from internal and external sources and provide continuous opportunities to go on outings to extend children's interests and developmental needs.

#### **6. Approach to Learning and Development Through Observation, Assessment and Record Keeping**

##### **6.1 Learning Through Play**

Play helps young children to learn and develop through doing, playing and talking and at Dover College we use the practice guidance Early Years Foundation Stage (2017) to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity (child initiated) and, in others, an adult takes the lead in helping the children to take part in the activity (adult led). In all activities information from the practice guidance to the Early Years Foundation Stage (2012) has been used as a supporting tool to decide what equipment to provide and how to

provide it. Early Years experiences should be built on what children already know, can do and their interests.

At Dover College we value working closely with parents who are the child's first and most enduring educators. The information which parents share with us in the early stages is vital in forming a basis for further learning. Observation, assessment and record keeping are an important part of the educational process which begins as soon as the child starts school.

## **6.2 Observation**

Observation involves watching children closely and noting down what is seen and heard in order to:

- Gain a detailed understanding of the child
- Plan for children's needs and interests, including specialist advice and support when required
- Plan for progression and differentiation through observations which inform assessments
- Inform curriculum planning
- Share the child's development with parents/carers
- Provide information on transfer to the next stage in education
- Give practitioners a greater insight into how children learn

As soon as your child starts in the Early Years a teacher/key person will start to observe over a period of two weeks (depending on attendance) - this is called baseline assessment. This will ascertain where your child is according to the practice guidance Early Years Foundation Stage (2017) upon entry to the setting.

Observations are made by adults who are involved with the child; including teachers, key workers, assistants, SENCo, parents, students and other professionals (such as health visitor or speech and language therapist) as well as the children themselves. Anecdotal observations are recorded on Tapestry which helps to build up a detailed picture of the child's development over time in each 'Learning Journey'. Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of each child's experiences during their time at Dover College.

## **6.3 Assessment**

Assessment is the process of reflecting, analysing and making an informed judgement on a child's learning. At Dover College an initial assessment is based on information from the home setting that is shared by parents/carers with practitioners. This is in addition to information that may have been gathered from other settings and agencies, such as playgroups and health visitors.

We use a combination of formative and summative assessment.

- Formative assessment is the regular recording of children's learning experiences, which informs appropriate planning to allow for progression in learning. This information also provides evidence for summative assessment.
- Parents/carers are invited to regularly contribute to their child's Learning Journey's by sharing information, concerns, commenting on development alongside any areas of strength or weakness that need to be discussed further. They can do this either verbally or through the parent Tapestry portal.
- Pupils entering the Foundation Stage will be initially assessed through observations for a variety of skills/abilities upon which a personalised programme to suit individual needs, interests and pace will be based.
- Assessment across the seven learning areas thereafter is ongoing, culminating in a full report at the end of the Summer Term based on on-going assessments, observations and teacher knowledge. These records are then passed forward to form a basis for teaching and learning at the start of KS1 alongside teacher transitions.
- The Reception teacher is internally moderated by the Deputy Head Academic, Deputy Head Pastoral and Early Years Co-ordinator before the external moderation.
- Every year the Reception teacher, along with the Year 1 teacher, attend a district moderation meeting where they will engage in a professional dialogue with a moderator looking at evidence that demonstrates whether the child's learning and development is best described as:
  - **Not yet at the level of development expected at the end of the EYFS (emerging)**
  - **The description of the level of development expected at the end of the EYFS (expected)**
  - **Beyond the level of development at the end of the EYFS (exceeding)**
- Parents are invited in to discuss each child's progress and development with the Reception teacher alongside assessment criteria.

## EARLY YEARS FIRST AID

### 1. Scope

This policy sets out the arrangements for staff in the Early Years setting who are able to take action to apply first aid treatment in the event of an accident involving a child or adult.

### 2. Procedures

- Every three years all staff in the Early Years are trained in paediatric first aid.
- Certificates gained are held in in the main school office in staff files and in the Junior school.
- Our first aid kits comply with the Health and Safety Regulations 1981 and are checked once a term by the Early Years Co-ordinator and staff in the medical centre and re-stocked as necessary.
- First aid boxes are located in the Junior school medical room and in the Pre-Reception classroom. The first aid boxes are all easily accessible to the adults but out of reach of the children.
- At the time of admission to the setting parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Minor injuries will be treated by a qualified first aid practitioner. For more serious injuries Early Years staff will contact the medical centre for advice and an informed decision will be made on whether to seek treatment from further medical professionals. In cases of serious injury, the emergency services will be called and parents will be informed immediately.

### 3. All staff are to be aware of the accident procedures as follows:

- Check casualty is breathing
- Check pulse and look for signs of bleeding
- Check for sign of serious injury
- If head, spinal or major leg injury is apparent, DO NOT MOVE casualty. Otherwise, if unconscious, place in the recovery position
- Call ambulance

In all other cases, move casualty to a safe/dry area. Treat minor injuries and then phone the school medical centre

#### **4. Reporting the accident**

- Pupil accidents that require first aid will be written in the Early Years and Key Stage 1 accident books. Staff report all injuries involving first aid treatment to parents through one of the following:
  - A copy of the completed first aid accident book record
  - Face to face communication
  - Contact books
  - Telephone call
  - Email

#### **5. Head injuries**

- A head injury form will be completed by the member of staff providing the first aid
- This form is sent home to parents with how/where/when the accident happened and treatment received, a copy of this form is added to the head injury file which is located in the Junior School medical room
- A 'head bump' sticker is placed on the child and/or in contact books as a visual prompt
- Staff accidents are reported to the Bursary
- Accidents will be investigated by Heads of Department in accordance with the procedure laid down in DCSIs

#### **6. Qualified staff**

Early Years has a number of qualified First Aiders in addition to the Nursing Sisters.

All members of staff from Early Years throughout the Junior School are qualified first aiders

At Dover College:

- The Medical Centre Matron is a qualified First Aider at Work
- A qualified First Aider will be on site at all times
- A list showing the location of all First Aid Boxes is at Annex A
- First Aid boxes will be checked and replenished by the Medical Centre before the start of each term and at each half term. Any individual using any of the items in the First Aid box is to report the use to the Medical Centre, who will ensure that the necessary items are replenished.

Annex A- First Aid Points for Early Years children:

- Pre-Reception class
- Junior School medical room
- The Great Hall
- All Minibuses
- Discovery garden
- Bursary

## **FOOD AND DRINK**

### **1. Scope**

This policy sets out arrangements for the appropriate management of food and drink within Dover College Early Years.

### **2. Principles**

Dover College Early Years regards snack times and meal times as an important part of the setting's day and an opportunity to promote children's table manners and social skills. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and meal times we aim to provide nutritious food which meets the children's individual dietary needs.

### **3. Procedures**

We follow particular procedures to promote safe and healthy eating within our setting:

- Before a child starts Dover College we establish the child's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs in her/his registration records.
- We display current information about individual children's allergies and dietary needs in both the Early Years classroom and Junior school staff room to ensure that all staff are fully aware and informed. Catering staff in the refectory are also made aware of any allergies and dietary requirements.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs as well as their parents' wishes.
- We plan menus in advance and copies of these are displayed in the Early Years and are available to view on the school's website.
- We provide nutritious food for all meals and snacks.

- We take care to not provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- We provide a vegetarian alternative daily to meet the needs of every child.
- We organise food and snack times so that they are social occasions in which both children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their culture.
- Fresh drinking water is constantly available. The children are informed about how to obtain the water and know that they can ask for water at any time of the day.
- We provide fresh milk and fruit for children on a daily basis throughout the day.

#### **4. Cooking activities:**

When children take part in cooking activities they:

- Are supervised at all times
- Understand the importance of hand washing and simple hygiene rules
- Are kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment such as blenders and mixers
- Risk assessments are carried out by staff to ensure children's safety at all times

#### **5. After school care and clubs:**

For those children who stay after 4.00pm a packed tea should be provided by parents.

- After school care/clubs will take place in the allocated classroom
- Designated staff have undergone training in food preparation and hygiene
- All surfaces will be thoroughly cleaned with antibacterial cleaner/wipes before and after tea
- Food and utensils will be stored away safely and securely
- Parents are asked to provide cool boxes to ensure food stays cold
- Waste food is disposed of daily
- Children must not share food
- Children do not have unsupervised access to the food preparation area
- All staff are first aid trained

## GARDEN AND OUTDOOR PLAY

### **1. Scope**

This policy sets out the arrangements for outdoor play for Early Years at the Junior School.

### **2. Principles**

Outdoor play is a vital part of children's development and through playing outside children can develop greater physical, social, sensory, language, mathematical and scientific skills.

### **3. Outdoor provision**

We will include outdoor play in our regular planning, ensuring that we offer a wide range of learning experiences. We will encourage running, jumping, climbing and balancing on appropriate equipment in order to aid and promote physical development and good co-ordination. Such activities will also make children aware of the space around them and will encourage them to use space appropriately.

We will ensure regular visits to the Discovery Garden are planned to ensure children have the opportunity to explore the environment using natural resources.

We agree that all indoor activities can be transferred to the outdoor play area. These will include sand and water play, arts and crafts and current Early Years topics.

Activities planned for outdoor play and education will include planting and gardening, discussion of growing and living things and animals and birds that use our garden. The seasons will be incorporated into outdoor play and there will be time for reflective and quiet play.

We agree that as a team we are all responsible for setting up and clearing away equipment. We must all be aware of the children's safety, not just within our key groups. A security and safety check of the outdoor play area must be completed before children go out. This will be performed by the first member/s of staff using the garden.

We will encourage children to be confident in the outdoor play area but we agree that the children will set and discover their own limitations in their own time.



## **INDUCTION**

### **1. Scope**

This policy outlines Dover College Early Years procedures for induction of teaching staff, support staff and new children. The policy will be implemented in accordance with agreed aims and other relevant policies including Continuing Professional Development (CPD), Performance Management, Health and Safety, Equalities, School Improvement Plan, Safeguarding and Behaviour policies.

### **2. Responsibilities**

The Junior School management team will review this policy every two years.

Headmaster

Deputy Head (Academic)

Deputy Head (Pastoral)

Early Years Coordinator

### **3. Principles**

Dover College Junior School and Early Years is committed to safeguarding and promoting the welfare of the children in its care. The induction programme is a vital process that is undertaken to support newly appointed staff and students.

The induction of new staff is an important part of school life and essential in maintaining and developing the ethos of the school. The teaching staff are the school's most expensive resource and it is important that we invest time and effort to help each new staff member to settle quickly and happily into school.

An effective induction programme for teachers and support staff is essential to maintain continuity of purpose and benefit from the additional expertise the new member of staff will bring.

### **4. The aims of this policy**

Our priority is to raise standards and improve the quality of education for all our pupils in a safe and welcoming environment. We believe staff who are well supported and confident in their roles will help achieve this more successfully. The Induction policy and associated procedures aim to provide all newly appointed staff, and those changing role, with a programme of structured support and guidance appropriate to their role to enable them to:

- integrate successfully into the school or new role
- consolidate their performance
- gain experience and develop professional expertise
- fulfil their job description successfully
- identify their potential for career development and take advantage of opportunities for CPD
- have opportunities to join in and contribute to discussions on school policy
- have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced

## **5. Procedures**

All new staff will be provided with a Staff Induction Programme which will include information on safeguarding, child protection, health and safety, e-safety, the staff handbook, staff roles and responsibilities, first aid, SEN and the behaviour policy.

### **5.1. Teaching Staff**

All new staff should be given appropriate induction advice, training and resources. This should include:

- The Curriculum
- Staff Handbook
- School Prospectus
- Access to Policy documents
- Year group schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Class list
- Child Protection
- Safeguarding
- Behaviour Policy
- Health and safety including Fire safety
- Information on whole school and year group resources, including ICT
- E-Safety
- Timetables
- PPA time
- SEN information
- Roles and Responsibilities of all staff
- Educational Visits Policy

In addition, a member of the Management Team will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information. All

new teaching staff will be allocated a mentor to provide advice and support on a daily basis. New staff will have access to the Deputy Head Pastoral to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures at any time and during organized supervisions.

Regular discussions during the first year with a staff colleague will be held to identify and resolve any concerns.

## **5.2. Newly Qualified Teacher's (NQTs)**

Induction for newly qualified teachers will be provided, following guidance from the DfE and the LA taking account of proposals to use individual Career Entry Profiles. Induction advice and resources will be provided as for all teaching staff.

NQT's induction should:

- match particular development needs, identified during training
- provide appropriate development related to the teacher's strengths
- identify targets to be achieved for the first year of teaching
- Provide opportunities for the Deputy Head (Academic) to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School's Strategic Plan and targets.

All NQTs take part in a five-day induction-training programme arranged by the LA. This programme may include: opportunities to visit schools to observe good practice; a planned programme of training for curriculum, classroom management and personal development; regular discussions with experienced teachers involved in the programme.

NQTs are allocated a mentor for day-to-day advice and support. NQTs teach 90% of the normal teaching day. NQTs take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Additional supportive observation and feedback is provided by senior staff. The Headmaster and Deputy Heads (Academic and Pastoral) are available to discuss any additional training needs and difficulties that may be experienced.

## **5.3. Teaching Assistants**

Induction information should include:

- Staff roles and responsibilities
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible
- Information on the school with access to the Staff Handbook and policy information, timetables and group lists for relevant classes

- Information concerning the child/children for whom they are responsible if appropriate
- Information on resources including SEN resources
- Information on assessment, record keeping
- Behaviour policy
- Safeguarding Policy
- Training in the use of the photocopier, laminator.
- Introduction to the computer system and E-safety
- Health and Safety
- Fire Safety
- Information on training opportunities
- Access to all policies
- Opportunity to comment on policy and practices through staff meetings

All staff will have the opportunity to discuss matters during supervisions.

#### **5.4. Governors**

Governors have a vital role to play in providing support, advice and guidelines for the school.

All new governors should be provided with support and information on current policies and practice. This role comes under the Senior Management Team.

#### **5.5. New Children**

We aim to integrate new children happily and successfully into Dover College Junior School and Early Years. The Class Teacher is responsible for arrangement for induction in liaison with the Head of Junior School and SENCo, and will make contact with new pupils prior to their first attendance, where possible, and arrange a plan of visits for staff and children to meet prior to starting.

The purpose of this contact is to:

- Provide opportunities to gain the children's confident knowledge and trust in a known person
- Access and identify individual information on individual child's and the cohort's progress
- Identify strengths and weaknesses, and make arrangements to match individual needs for support, welfare and SEN provision
- Provide relevant information to support the child(ren) in class appropriate to ability, behaviour, physical and emotional needs
- Provide information on aspects of transfer
- Manage induction visits to Dover College Junior School and Early Years for children and their parents
- Parents and Children Joining During the School Year

- The Headmaster and The Deputy Heads are responsible for the induction of new children and their parents

The programme will include:

- Meeting with the Deputy Heads of Junior School to discuss the child's needs and provide school information
- Guided tour around the school with an opportunity to meet the designated class teacher and class
- School Prospectus
- School Calendar
- Uniform
- School dinner/lunchtime arrangements
- Opportunity for the child to spend some time in school (taster session) with the class before joining full time if appropriate

The Class Teacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child in daily routines
- Equipment – a reading book, exercise books, pencil and bag storage
- Information on homework, PE games, play/lunch arrangements, newsletters
- Assessment in liaison with SENCo to identify appropriate learning and emotional needs  
Pastoral support and parental contact

## **6. Dissemination**

The Deputy Head (Pastoral) to ensure all contents of this policy are included during induction of all new staff. Where appropriate, staff must sign to say that they have read and understand the contents of this policy. All staff, volunteers and visitors must be made aware that the policy is kept on the school network/shared area and that paper copies are available on request.

## INTIMATE CARE

### 1. Scope

Dover College Early Years department aims to support children's care and welfare on a daily basis in line with their individual needs. This policy sets out arrangements for Dover College staff to support children in a professional and caring manner.

### 2. Principles

All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, reassured, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

### 3. Procedures

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person, with the exception of the first aid treatment which will be conducted by a qualified first aider.

#### 3.1. Toileting

- Staff communicate with each child during their toileting to ascertain the level of help needed to be given. Staff encourage the children to carry out as much as possible for themselves during toileting
- Dover College staff ensure other children are not stood watching while a child is toileting
- Any equipment needed is gathered together prior to toileting a child so they are not left alone or left to wait for the procedure to be finished
- Staff talks continually during toileting to distract children who may become upset, embarrassed or conscious of themselves
- Staff encourages all children to carry out personal hygiene by encouraging them to ALWAYS wash their hands after toileting
- Children are always accompanied by a member of staff

#### 3.2. Nappy changing

- Staff will comfort and support the children by talking or singing if the child becomes distressed

- The changing mat is cleaned after every use
- Staff will use the protective equipment provided such as aprons and gloves
- Staff will always wash their hands afterwards

(For more information refer to Nappy Changing Policy)

### **3.3. Wiping noses**

- At Dover College the children are encouraged to do as much as possible for themselves, although this is always dependant on the age/stage of development of the child
- Staff will always ensure that there is a box of tissues in their room which are located in the same place
- From the Little Learners class and upwards the children will be able to collect a tissue themselves and wipe their own nose
- Where this is not possible, children are asked to collect a tissue so that a member of staff can help them and offer guidance

## **KEY PERSON AND SETTLING IN**

### **1. Scope**

Within Dover College Early Years Department, we operate a key worker system and all children are allocated a named member of staff who will oversee their individual wellbeing and progress, including the child's personal care and home links. This policy sets out arrangements to support children to settle into Dover College.

### **2. Methods**

Each child will be allocated a key person (this is usually the class teacher). The key worker will be responsible for keeping their children's `Learning Journey` file and other records up to date and for liaising with parent/carers about their child's progress and development through daily feedback, parent evenings, school reports and progress checks.

#### **2.1. The following will be used when observing children:**

- Participating in focused activities, recording children's skills and developing knowledge.
- Observations – long and short, anecdotal, photographs.
- Key person will follow the key areas of learning through the Early Years Foundation Stage (2012) Document.
- A record of the child's time spent with us will be built up using samples of "work", photographs, learning journeys and written evidence.
- Children's Learning Journeys are shared with parent/carers, who are encouraged to contribute with learning experiences the child has had at home through Tapestry, wow moment forms and good news slips. This file will be given to the child's parent/carer when leaving and with parents' consent shared with the child's next teacher.
- Parent/carers permission will be sought to carry out observations and to share them with other professionals were necessary.
- We will liaise with parent/carers on a regular basis through parent evenings, daily attendance, diaries and emails. Parent/carers can request a meeting to discuss their child's progress whenever they want to.
- Each child's development will be closely monitored to ensure that any concerns relating to Special Educational Needs are dealt with promptly and in the first instance are referred to the school SENCo who will arrange to discuss any concerns with parents/carers.

#### **2.2. Settling in**

- Before a child starts at Dover College in the early year's parents/carers are provided with a variety of information from:

- The website
  - Prospectus
  - Early Years Handbook
  - Meetings with parents
  - Tours
  - Taster sessions
  - Policies
  - Open days
- 
- During the half-term before the child is due to start they are invited to attend a taster day
  - We allocate a key person to each child and family before they attend/start. This key person will welcome and look after the child during his/her settling in process.
  - When a child attends the setting the key person and parent/carer will jointly decide the best methods/strategies for a smooth settling in process.
  - We recognise younger children or children who have never left parents/carers may take longer to settle and the parent may need to be close at hand.
  - We recognise children form attachments with their key person and may search for them on arrival to seek comfort.
  - When parents leave we encourage them to say goodbye to their child and explain when they are coming back.
  - We do not believe in letting a child cry or get distressed in the setting. If the key person cannot settle a child parents will be informed and strategies will be discussed.
  - Within the first few weeks of a child starting the Early Years staff will ask for and share information with parents to help with the settling in process.

## **EYFS MISSING CHILD**

### **1. Scope**

At Dover College, children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, this policy and associated procedures is followed. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Procedures**

#### **2.1. Child going missing on the premises**

- As soon as it is noticed that a child is missing the key person/staff alerts the Deputy Head Pastoral and Early Years co-ordinator (who will also inform the Headmasters Office and Bursary)
- The Deputy Head Pastoral will carry out a thorough search of the buildings, gardens, toilets and surrounding area
- The register is checked to make sure that no other child has also gone astray
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out
- If the child is not found, the parent is contacted and the missing child is reported to the police
- The Deputy Head talks to the staff to find out when and where the child was last seen and records this
- The Headmaster carries out an investigation

#### **2.2. Child going missing on an outing**

- This describes what to do when staff have taken a small group on an outing, leaving the Head Teacher and/or other staff back in the setting. If the setting co-ordinator or Deputy Head has accompanied children on the outing, the procedures are adjusted accordingly.
- What to do when a child goes missing from a whole setting outing may be a little different, as parents sometimes attend and are responsible for their own child.
- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone

astray. One staff member searches the immediate vicinity but does not search beyond that.

- The outing leader contacts the police and reports the child as missing.
- The Deputy Head contacts the parent, who makes their way to the setting or outing venue as agreed with the Headmaster. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The outing leader contacts the Deputy Head Pastoral and reports the incident and parents are contacted.

### **2.3. The Investigation:**

- Staff keep calm and do not let the other children become anxious or worried.
- The Deputy Head Pastoral or Headmaster speaks with the parent/s.
- The Deputy Head Pastoral carries out a full investigation, taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing the following:
  - The date and time of the report.
  - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - 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. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements. The local authority and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, the relevant authority is contacted.
- The insurance provider is informed by the Bursar.

### **3. Measures in place to ensure a child does not go missing**

- Coded door locks and staff fob access on main entry points for all authorized persons
- CCTV system
- Information to Parents and staff about challenging unknown persons on the premises and at the door

- Supervision of children at all times
- Sufficient staff to maintain ratios
- Collection policy for children
- Regular counting of children
- Registers
- All external excursions have a risk assessment prior to the visit taking place.

#### **4. Managing People**

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The staff will feel worried about the child, especially the key person or designated carer responsible for the safety of that child. They may blame themselves and their feelings of anxiety and distress will rise as the length of the time the child is missing increases. Staff may be the understandable target of parental anger and they may be afraid. The Deputy Head Pastoral needs to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.

The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the Deputy Head Pastoral or Headmaster. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom should be the Deputy Head Pastoral. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated.

The other children are also sensitive as to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Headmaster will use his discretion to decide upon which action to take.

Staff must not discuss any missing child incident with the press or media without taking advice.

## **MOBILE PHONES AND DIGITAL PHOTOGRAPHY**

### **1. Scope**

This policy sets out the arrangements for the management of mobile phones and digital photography within the EYFS provision within Dover College.

### **2. Policy Statement**

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2017) and for marketing. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of preschool children for their own records during session times.

### **3. Procedures**

- Under the Data Protection Act 1998, the pre-school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the preschool laptops and computers, which is password protected, until the pre-school ceases to operate. Should this occur then all photographs will be shredded or deleted from the preschool laptops and computers.
- The preschools digital camera/s, iPads or memory cards must not leave the pre-school setting, except for EYFS outings. Photos are printed in the setting by staff and images are then removed from the cameras memory.
- All cameras and i-pads are locked up overnight.
- Photographs may be taken during indoor and outdoor play and may be displayed and used in a child's Learning Journey, as part of the child's developmental records for children and parent/carers to share and make contributions. The Learning Journey becomes the property of the Parent/carer at the end of the child's time in the setting.
- Often photographs may contain other children in the background.
- Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our Early Years department via the Dover College website or social media sites; parental permission is sought through Admissions on entry to Dover College.
- Personal mobile phones belonging to the EYFS staff are not to be used throughout contact time with the children and are locked away in the lockers provided in the staff room.

- EYFS Staff are not permitted to use recording equipment on their personal mobile phones to take photos or videos of EYFS children.
- During outings nominated staff will be permitted to have access to their own mobile phones, which are to be used for emergency contact only.
- All cameras and mobile phones are prohibited in the toilet and nappy changing area.

## **NAPPY CHANGING**

### **1. Scope**

At Dover College we understand that children are at different developmental stages. We work with parents towards independent toilet training, unless there are any medical or developmental reasons why this would be inappropriate. At Dover College we aim to be inclusive to all children and to give consideration to the individual needs of the child. Dover College has written this policy to ensure that best practice and procedures are carried out at all times. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

### **2. Aims**

At Dover College nappies will be checked at regular intervals and changed when required. At Dover College a child's nappy **will always** be changed promptly when wet or soiled.

### **3. Best practice followed at Dover College**

- Staff members must wear a disposable apron.
- Staff members must wear a fresh pair of disposable gloves each time they change a nappy.
- Staff members must wash their hands after every nappy change using soap and water and/or alcohol gel.
- Sensitive skin wet wipes will be used for every nappy change, if authorised by parents and carers.
- A soothing cream will be applied if a child has sore skin or if a parent specifically requests for it to be applied to their child and has supplied it.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- Staff members must ensure that the changing mat is cleaned after every use with an antibacterial cleaner and dried off with a paper towel.
- Staff members will ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- Dover College will keep a supply of various sized nappies and pull-ups in stock for emergencies

- Nappy changes will be recorded in the nappy changing file

#### **4. Procedure for Staff to follow at Dover College**

- Prepare the changing mat by cleaning with antibacterial spray. Ensure the following items are ready before changing the nappy; clean nappy, wipes and nappy cream if required.
- The staff member must put a fresh set of gloves and disposable apron on for every child that has a nappy changed.
- The staff member must then remove the child's nappy and dispose of the nappy in Nappy Bin.
- Next the staff member must wash and dry the child using wipes. Using the wipes the staff member must wipe the genital area from front to back.
- Nappy cream must be applied if requested by the child's parent/carer. A clean set of gloves must be used to apply nappy cream.
- The staff member must then put on a clean nappy and a new set of clothes if required.
- The staff member must ensure that the child's hands are clean after toileting by washing them with soap and water and drying them off with a paper towel.
- The staff member must then wash the changing table with antibacterial spray.
- The staff member must then wash their hands with liquid antibacterial soap and running water and dry their hands on a disposable paper towel.
- The staff member must make a record of the nappy change in the nappy changing file.

#### **5. Parental responsibilities**

At Dover College we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at Dover College and parents must sign a consent form granting permission for their child's nappy to be changed
- Parents understand they are to provide their child with nappies, baby wipes and nappy cream if required
- Parents understand that they will be asked to collect their child from Dover College if their child shows symptoms of diarrhoea or similar indications of ill health
- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time



**Any questions about this policy should be directed to the Deputy Head (Pastoral) and Early Years Co-ordinator.**

## **PARENT / CHILD INFORMATION**

### **1. Scope**

This policy sets out the arrangements for admission and sharing information between parents and the school during admission into Early Years and into the Junior School and the updating of information held.

### **2. Admission process**

Before children can start Dover College at aged three they can attend the Parent and Toddler group. This is a great way for children and parents/carers to become familiar with the setting, grounds, staff and other parents and children. Parents and children are also invited to register and attend our Open Mornings. Children are offered a taster session and if the school can meet the needs of the child then a letter of offer is sent. Once completed, signed and returned alongside both the completion of the registration form, personal details form the child is allocated a space and required sessions according to availability.

Admissions will provide information regarding school uniform/registration forms and any other queries.

The bursary will provide information regarding payment and fees.

### **3. Personal information**

Early Years teachers regularly discuss their child with parents to gain information and share information. We recognise that just as children change, so family circumstances and family views change, and therefore the details will be reviewed with a parent at least once a year in order to ensure that it is fully up to date (Parents Evenings).

The parents will be informed that the information on the child's personal details forms will be held on the database and in the child's file (located in the school office.)

In the event of parents being absent for any reason, e.g. holiday or business out of the country, parental responsibility must be delegated in writing/email.

## EARLY YEARS PETS

### 1. Scope

This policy sets out arrangements for the management and integration of animals into the EYFS at Dover College.

### 2. Principles

At Dover College we believe that children learn through real life experiences, therefore when we have the opportunity, we like to provide activities that will accommodate this, such as animals in the setting or through outings. We may keep pets on site and we may also allow supervised visits to the setting of other animals. Before we allow animals into the Early Years we will put the following safety measures into place:

- A risk assessment will be completed and mitigations acted upon before any animal enters the nursery or garden space
- All parents/carers will be given advance details of any animals at the setting
- All parents/carers will be asked for their written consent before their children are able to pet animals, where permission is not given alternative experiences will be provided
- A list of children's allergies is included on all admission forms. Children who have allergies to animals, animal bedding or food will not be allowed in the same vicinity as the animals. If a child is allergic to a pet, we will ensure that they do not come into contact
- All staff will be given adequate information/instructions on how to keep and handle visiting animals
- Any animal entering the Early Years will be tended to and supervised by its owner, keeper or suitable member of staff at all times. Any visitors to the setting will be required to adhere to our vetting, signing in and supervisory procedures at all times
- Any pets/animals will be the responsibility of the class teacher who can delegate day to day care tasks
- We will adhere to RSPCA recommended welfare standards for any pets in the setting
- When handling animals, to protect children and staff from cross contamination, any pre-existing skin lesions or wounds will be covered with appropriate dressings
- Children will be supervised at all times when they are in contact with animals and given specific instructions about how they can stay safe
- A first aid kit will be available nearby and a trained first aider
- All staff and children will follow the strict Hand Washing and Protective Clothing policy before and after handling animals and again before eating food

## **PARTNERSHIP WITH PARENTS POLICY**

### **1. Scope**

This policy sets out the aims of Dover College and guidance for Dover College to work closely with parents who have children in the Early Years Setting and also to communicate each parents' role in this process. The policy also extends to working relationships with all parents of children in the Junior School. Please note that the term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Aims**

Dover College Early Years recognises that parents are the first educators of their children and our aim is to work in partnership with parents in providing an environment that supports and involves them in the work of the setting.

The setting strongly supports 'inclusive practice' thus meaning that no one shall be discriminated against due to race, culture, background, gender, sexuality, disability or additional needs.

The setting endeavours to build strong, positive relationships with the parents of all the children who attend the setting. To support this, we provide information for parents on the policies and procedures of the setting.

### **3. Procedures for Informing Parents**

All parents have access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with this. All providers must investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint.

Questions are answered honestly and we always welcome comments about the work that we do. Parents are consulted about all issues that affect the welfare, wellbeing, learning and development of their children.

Procedures are in place to ensure that the children's key person shares information about each child's care, learning and development on a regular basis. An overview of the experiences and activities that the children are involved in is shared with parents to enable them to fully participate in their children's lives in the setting. Information about the Early Years Foundation Stage (EYFS) is clearly displayed and accessible to parents.



The Foundation Stage Handbook is distributed to all new parents providing information about the setting. Policies are always available upon request.

For parents who may have disabilities, additional needs or English as an additional language, the setting will work closely with the family to ensure that they are fully included and respected.'

Weekly newsletters are sent via email to all Junior School parents every Friday, EYFS teachers write termly letters to parents and they also write in children's contact books every day. Any additional information such as the weekly menu and services provided by outside agencies and organisations can be found on the parent's notice boards that are displayed outside the setting.

'Learning Journey' records are maintained by staff via Tapestry and are available for parents to view at all times; in addition, parents are invited to contribute their own observations using their child's 'Good News Slips.' For parents that we do not see on a regular basis a 'Contact' book is provided to ensure that communication and information is shared.

There are reports at the end of each school year and parent's evenings twice yearly for staff and parents to discuss and review progress and the 'Learning Journeys.' Parents can make additional appointments with Key Workers if necessary at any time throughout the academic year.

The setting has strong links with outside agencies and organisations, such as Speech and Language (SALT) and encourages parental participation in attending courses and training both in and outside the setting e.g. Early Years' parent workshops.

Where concerns have been raised staff/parent meetings are arranged; concerns will be discussed and actions agreed. Subsequently there will be a regular review. Where appropriate, other professionals and outside agencies are consulted and may be involved in these meetings. If parents need to liaise with other agencies, support is offered.

Staff are always available to speak to parents at dropping off and collection times; if not appropriate or inconvenient, an alternative meeting time will be arranged.

Parent's views and ideas are always welcomed by staff and the school and are used to support the review, evaluation and development of the provision. All suggestions will be listened to and it is acknowledged that all children, parents and staff have the right to be heard.

The setting encourages and supports parents to play an active part in their child's early education and development and always welcomes contributions of their own skills, knowledge and interests.

## **PLANNING AND PROVISION**

### **1. Scope**

The aim of this policy is to support Early Years teachers during the foundation stage to enable children to achieve the learning goals which they are expected to achieve by the end of their reception class year at school.

### **2. Foundation Stages and Goals**

The foundation stages begin at Dover College when children reach the term they turn three. Children aged between three and five are constantly encountering new experiences and seeking to understand them in order to extend their skills. The foundation stages outline early learning goals which most children are expected to achieve by the end of their reception class year at school.

The aim of the Early Years is to plan a curriculum using the Development Matters in the Early Years Foundation Stage (2017) to provide the children with learning experiences of the highest quality, considering both children's needs and achievements and the range of learning experiences that will help them to make progress towards (and, where appropriate, beyond) these goals.

The seven areas of learning and development are as follows:

#### **2.1. Three Prime Areas**

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

#### **2.2. Four Specific Areas**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

### **3. Planning**

The seven areas of learning will provide the basis for our planning:

- Each year the Early Years decides which topics will be covered throughout the year through Medium Term plans for example: Autumn, Spring, Christmas etc., for adult led activities and lessons. Plans are frequently changed around children's group and individual interests;
- The topics are then broken down to show which activities will be offered to cover each of the seven areas. The plans for the activities may be shown as a spider chart or in some other form to enable ideas to be discussed, selected and sorted through early years' staff meetings;
- The activities are then broken down again into weekly and daily lesson plans to show which goals/age band are being encouraged from the seven areas;
- Alongside daily adult led plans staff also have spontaneous planning from children's interests, observations and discussions;
- Photographs are regularly taken alongside daily plans and spontaneous planning to follow children's interests.

To give an idea of how the Early Years provides for the foundation stages and some of the learning goals that are encouraged a few examples are given below:

### **3.1. Activity and Areas**

#### **Personal, Social and Emotional**

- Sand and water play
- Role play e.g. at the hairdressers, home corner
- Seek out others to share experiences
- Have an awareness of the boundaries set and of behavioural expectations
- Showing curiosity
- Investigate feelings through activities and experiences
- Adult led activities

#### **Communication and Language**

- Daily story sessions morning and afternoon
- Listening to story tapes
- Drawing/writing own shopping list
- Discussion about sunshine and rain helping things to grow
- Sustain attentive listening, responding to what they have heard with relevant comments, questions or actions
- Use writing as a means of recording and communicating
- Ask questions often in the form of where or what?
- Adult led activities
- Show and tell sessions

### **Physical Development**

- P.E lessons: Gymnastics, Movement and Dance, ball skills, sports day
- Action Songs
- Tracing Pictures
- Picture Lotto
- Outings
- Discover Garden
- Outdoor environment with climbing frame
- Scissor control
- Writing
- Adult led activities

### **Mathematics**

- Counting cups and plates at snack time
- Daily helper of the day system
- Adult led activities
- Exploring patterns
- Begin to count beyond 10 (counting children)
- Self- registration
- Cooking
- Talk about, recognize and recreate simple patterns
- Use appropriate shapes to make representational models or more elaborate pictures.
- Number songs

### **Literacy**

- Letters and Sounds sessions
- Writing and mark making
- Reading- stories, recalling, role-playing
- Shaving foam play
- Adult led activities

### **Understanding the World**

- Investigating religions/cultures, e.g. Christmas, Diwali, Chinese New Year
- Exploration of the garden, changes etc.
- Listening to music tapes from around the world
- Discussion about what they have done at home

- Gain an awareness of cultures and beliefs
- Examine objects and living things to find out more about them
- Remember and talk about significant things that have happened to them
- Learning and promotion of British Values

#### **Expressive Arts and Design**

- Painting
- Musical Instruments
- Investigating creative resources
- Tap out simple repeated rhythms and make some up
- Enjoy joining in with dancing and ring games
- Imaginative play

#### **4. Play**

Toys are not just for fun: most toys help to encourage the development of children in different areas so that even when children seem to be just playing they are learning at the same time. All the toys and activities set out in the Early Years have been carefully planned to cover certain areas of a child's development within the EYFS as shown above. During the structured day the staff interact with all the activities to encourage for planned learning and child initiated. The staff continually observe (observations are written, annotated and/or photographic) the children and use the information gained to assess each child's development and stage of learning. Regular discussions with parents are maintained to ascertain the same outcome working together in partnership for each child.

## REST AND SLEEP

### 1. Scope

The Early Years department at Dover College recognises that throughout the day some children, particularly those that are younger, will require opportunities to rest and sleep. This policy sets out arrangements to ensure each child's individual needs are met. The term 'parents' also relates to carers and those with legal guardianship of children.

### 2. Individual care

Individual sleep and rest patterns will be discussed and agreed with parents and met as far as possible within the daily routine. Parents will be informed both verbally and through contact books as to how much sleep their child has had whilst at school.

### 3. Rest/Quiet Times

- Comfortable, 'cosy' areas and an appropriate environment will be provided to allow children to rest as and when they wish throughout the day
- A quiet time opportunity will be provided every day from 1.30pm for children to sit quietly, listen to music, and watch an educational DVD, which incorporates the current themes and interests of the child or to look at books and be read or sung to
- During the Summer Term children will be encouraged to sit quietly looking at books or doing a challenge to encourage them to be 'school ready' when joining Reception

### 4. Sleep Times

- Staff recognise that children have individual needs and need to sleep
- Staff will regularly check on sleeping children and will never leave them unattended
- Comfort items such as blankets, soft toys and comforters from home will be used in line with parent's wishes and never used as a bribe or punishment

### 5. Environment

An appropriate environment will be provided for children who wish to sleep, including:

- A sufficient and cosy space will be provided with beanbags and blankets
- Sleep areas will be away from radiators to ensure that children are comfortable and do not get too hot or hurt themselves



- Children who are not sleeping are taken to another area of the room to minimise disruption to those that are sleeping

#### **6. Ensuring Children Sleep Safely**

Children who are sleeping will never be left in a room where they are not visible at all times.

- Bedding will be cleaned thoroughly using antibacterial cleaner or washed.
- Children will be supervised at all times when they are sleeping.
- Checks on each child will be carried out every ten minutes.

## **RESTRICTIVE PHYSICAL INTERVENTION**

### **1. Scope**

This policy sets out arrangements for restrictive physical intervention. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Principles**

All staff at Dover College Early Year's aim to help children take responsibility for their own behaviour. We achieve this through:

- Positive role modelling
- Planning a range of interesting and challenging activities and making changes to the provision
- Reinforcing appropriate boundaries and expectations
- Positive reinforcement daily

### **3. Principles for the Use of Restrictive Physical Intervention**

Staff at Dover College will only use 'restrictive physical intervention' in extreme circumstances and only when we believe it is in the child's best interest. For example, if a child is in danger of hurting him/herself, others or of causing serious damage it is used to restore safety, both for the child and those around him or her. Minimal force will be used for as limited a period as possible according to the circumstances.

### **4. Restrictive Physical Intervention may be used when**

- a child is injuring themselves or others
- a child is damaging property
- we believe that injury or damage is about to happen
- a child attempts to leave the school without their key person or a member of staff
- There is an individual plan which includes this type of intervention.

### **5. Restrictive Physical Intervention will be used:**

- By an adult who knows the child well (ideally their key person)
- In an emergency, by any of the staff

## **6. When Restrictive Physical Intervention is used we will aim:**

- For side-by-side contact with the child
- For no gap between the adult and the child
- To keep our backs straight
- To hold the child by “long” bones (not joints)
- To avoid restricting the child’s ability to breath
- To avoid lifting the child

## **7. Monitoring**

Any use of ‘restrictive physical intervention’ will be recorded and monitored in the Restrictive Physical Intervention book (located in the Deputy Head Pastoral’s office) and the Deputy Head Pastoral/Early Years co-ordinator will immediately be informed.

Staff should record as much detail as possible; including the date, time, any names of other staff present, why intervention occurred and how it was dealt with. Staff must sign the book. And parents will be informed of the situation.

Any complaints by the child, key person, staff, visitor or parents will be dealt with through our Complaints Policy.

## **MANAGING CHILDREN WITH ALLERGIES / SICKNESS / INFECTIONS**

### **1. Scope**

In the Early Years at Dover College School we provide care for children and promote health through identifying allergies and preventing cross infection of viruses and bacterial infections. This policy aims to support teachers and parents to manage health, infections and sickness effectively. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Care plan**

If a child has an ongoing illness and requires care then a care plan will be provided (please refer to the Dover College Policies and Procedures for the main school policy).

### **3. Procedures for Children with Allergies**

When parents start their children at the setting they are asked to complete a registration form where any known allergies are recorded and is the responsibility of the parent to inform the school of any known allergies or illnesses.

If a child has an allergy, a care plan is completed to detail the following:

- I. The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, egg, bee stings, cats etc.)
- II. The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of the skin, swelling, breathing problems etc.
- III. What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen.)

This information is stored in the staff room which is locked at all times, all staff are notified, including the catering staff in the refectory. Staff are trained in how to administer special medication in the event of an allergic reaction. Generally, no nuts or nut products are used within the setting (and school.) Parents are made aware so that no nut or nut products are accidentally brought in, for example to a celebration.

### **4. Procedures for children who are sick or infectious**

- If children appear unwell during the day – sickness, diarrhoea, pains, particularly in the head or stomach or a temperature the Junior school PA will call the parents and ask them to collect the child, or send a known carer to collect the child on their behalf. In the absence of the Junior School PA either the Deputy Head or class teacher will phone.

- If a child has a temperature they are kept cool by removing top clothing and sponging their heads with cool water.
- The child's temperature is taken using a 'fever scan' in the ear device which is kept in the first aid cupboard (located in the Junior School medical room)
- In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning their child to school; the school can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep children home for **48 hours** before returning to the setting.
- After sickness and/or diarrhoea, parents are asked to keep children home for **48 hours** after the last episode.

#### 5. Nits and Head Lice

- Nits and head lice **are not** an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all their family if they are found.

#### 6. Reporting of 'notifiable diseases'

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations (1988,) the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the Headmaster will inform ISI and act on any advice given by the Health Protection Agency.

#### 7. HIV/AIDS/Hepatitis Procedure

- HIV virus, like other viruses such as Hepatitis (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/sluicing clothing after changing.
- Soiled clothing is rinsed and either bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution; any cloths used are disposed of with the clinical waste (Medical Centre).
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

## SUN PROTECTION

### 1. Scope

In the Early Years we want all children and staff to enjoy their spending time outside safely without the risk of the harmful effects of the sun. We work with staff, children and parents to achieve this through a variety of ways as described in this policy.

### 2. Procedures

- The setting will provide a brand of sunscreen which will be applied unless parents direct otherwise.
- Parents will be asked to provide sunscreen for the children as well as suitable clothing and hats.
- Sunscreen should be applied that is factor 30+, to all exposed parts of the body 15-30 minutes before going out in the sun not forgetting ears, shoulders, necks, noses and tops of feet etc.
- All children should wear sunscreen. Parents whose children are allergic to sunscreen should either try to find an alternative or ensure that their child is adequately covered with long sleeved, long legged clothing.
- Activities set up outdoors should be kept in the shade where possible and children encouraged to use shaded areas for their games.
- Children should be dressed in summer uniform.
- Children should be encouraged to wear hats with brims so that most of their face is shaded.
- If children are playing in the water, sunscreen will wash off and will need to be reapplied once they have been dried.
- Children should be taught appropriately about the need for sun protection and its importance through discussion and topics.
- Permission slips should be obtained from parents before applying sun cream

### 3. Trips

Staff need to remember to take care when taking the children taken out. When taking trips staff also need to consider whether the venue they are travelling to will have sufficient shaded area for the children.

## **SUPERVISION OF CHILDREN DURING VISITS AND OUTINGS**

### **1. Scope**

Children benefit considerably from being taken out of the setting to extend their learning and development during visits or trips to suitable venues for activities which enhance children's learning experiences. Staff within Dover College Early Years ensure that there are procedures to keep children safe on outings at all times. All staff and volunteers are aware of procedures and follow them as set out below.

This policy applies to all staff and volunteers working or visiting the early year's department. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Procedures**

- All parents sign a specific consent form for outings authorising consent to take children out of the setting
- A thorough risk assessment is carried out on all outings before an outing takes place
- Our adult to child ratio is high, with sensible qualified staff on duty at all times
- Named children are assigned to minibuses alongside named staff to ensure each child is supervised and accounted for, and that there is no unauthorised access to children
- Outings are recorded on authorisation forms stating:
  1. The date and time of outing.
  2. The venue and mode of transport.
  3. Times and where
- Staff take a mobile phone on outings, emergency contact numbers and supplies of tissues, wipes, spare clothing, medication etc. as well as a first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children.
- Staff take a list of children with them with contact numbers of parents registering them throughout the day.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. (Bursary)
- Staff ratios will be adhered to at all times.
- Staff to evaluate trips and outings using the outings form to gather data on effectiveness of the trip/outing.

## **SUPERVISION OF CHILDREN**

### **1. Scope**

At Dover College we aim to provide a safe and well supervised environment for every child by protecting and supporting the welfare of the children in our care at all times. This policy sets out the arrangements to be followed when supervising children in Dover College Early Years care.

### **2. Responsibilities**

The Head of Estates is responsible for all staff and students receiving information on health and safety policies and procedures alongside the Deputy Head Pastoral in order to supervise the children in their care. All children in our care must be fully supervised at all times by experienced members of staff.

### **3. Appropriate supervision**

Staff must be aware of how many children they have in their charge at all times and exactly where these children are. All activities must be supervised appropriately bearing in mind the ages and abilities of the children and the complexities of the activity i.e. water play, cutting etc. Staff are responsible for their classrooms and it is their duty to supervise the children that visit this area.

Staff must place themselves in the best position to achieve optimum visual supervision when they are both indoors and out. Particular areas may require dedicated supervision e.g. the sandpit, scissors, water play. Staff should always be within sight and/or hearing of the children. It is the Early Years policy to ensure that staff interact with the children without disturbing the flow of free and creative play. Staff should remember that free play in the garden is a social experience for the children and not the staff. Inappropriate behaviour should be addressed as soon as possible using strategies from the early years Behaviour policy.

### **4. Supervision of Children**

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Supervising children at all times when eating. Never leave alone.
- Supervising sleeping children and never leaving them unattended or out of sight (regular checks).
- Never leaving children unattended during nappy changing times (see nappy changing policy).

- Appropriate regulatory ratios (1:8 for children aged three). It should be noted that students and/or volunteers **are not** included in ratios.
- Maintaining ratios for all routines and activities within Early Years and in other locations around the school, such as the Refectory, Chapel, Astro, Close, the School Sports Hall and Menzies Hall.
- Ensuring staff/child ratios during outings for supervision and safety.
- Carrying out daily risk assessments for both the indoor and outside environments.
- Carrying out risk assessments for specific activities as appropriate, such as a cooking activity or outing.
- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff; monitoring staff deployment across the setting regularly to ensure children's needs are met.
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water. At the end of the water play session the water should be emptied.
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.
- Supervising children carefully when using scissors or tools including using knives in cooking activities.

Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services, such as the hiring of a bouncy castle in which case at least one member of staff **must** supervise the children at all times.

## SUPERVISION

### **1. Scope**

In accordance with the EYFS Statutory Framework 2017 providers must put appropriate arrangements in place for the supervision of their staff and regular staff appraisals should be carried out. The aim of this policy is to provide a framework for the one to one supervision and appraisal system for all staff working in the setting.

Supervisions are systems that have been put in place at the setting to achieve the above objectives. This policy sets out how staff will be supervised and provides supervisors with the information needed to supervise staff effectively.

The reference to 'staff' in this policy refers to all permanent, temporary, full time, part time, bank, and voluntary staff members within the setting

The reference to 'supervisor' in this policy refers to any staff member who has supervisory responsibility for other staff within the setting.

### **2. Principles**

Dover College aims to provide high quality childcare services to all children, parents and carers using our provision. To achieve this, all staff must:

- Understand what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role
- Be fully supported in their work and managed effectively.

### **3. Supervision**

The purpose of supervision is to help staff to improve the quality of the work Early Years staff do, in order to achieve agreed objectives and outcomes.

Supervisors will have responsibility for the daily supervision of staff and the work they do.

In addition, supervision meetings will be held with staff on a one to one basis every term and organised by the appropriate supervisor. For new staff, these meetings will be held on a weekly basis during the probationary period. Staff attendance at supervision meetings is compulsory and will be organised during the staff member's working hours.

The aims of the supervision meetings are to allow staff and their supervisors to:

- Discuss issues or difficulties

- Identify solutions to address issues
- Be coached in tackling issues as they arise
- Review work and workload
- Explore feelings
- Develop practice and competencies
- Plan future action
- Ensure every child's safety and wellbeing
- Focus on individual children and their development and progress
- Monitor standards

The discussions and actions of the supervision meetings will be recorded on a supervision form within one week of the meeting taking place. Both the supervisor and staff member will be required to sign off the form. The form will be filed in the staff member's personnel file, treated as confidential and reviewed at the subsequent supervision meeting. A signed copy of the supervision form will also be given to the staff member for their records.

If a staff member has concerns over the supervision they are receiving, in the first instance these concerns should be raised with the Supervisor. However, if the issues are not resolved, the concerns should then be raised with the supervisor's manager of the setting

#### **4. Appraisal**

All staff will receive a formal annual appraisal meeting of their performance and development needs, attendance at this meeting is compulsory. This meeting will be held on a one to one basis with the Deputy Head Pastoral of the Junior School and then with the Headmaster, during the staff member's working hours. Each staff member will be given one weeks' notice of the meeting and be asked to complete a self-assessment appraisal form in preparation for the meeting.

## UNCOLLECTED CHILD POLICY

### **1. Scope**

In the event that a child within Early Years or from the Junior School is not collected by an authorised adult at the end of a session/day, Dover College puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. The term 'parents' also relates to carers and those with legal guardianship of children. At Dover College we inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their children are properly cared for. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### **2. General procedures**

Parents of children starting at Dover College are asked to provide the following specific information which is recorded on our registration form:

- Home address and telephone number (if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.)
- Place of work, address and telephone number (if applicable.)
- Mobile telephone number (if applicable.)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us either verbally or in writing as to how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the person who will be collecting their child. We agree with the parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide all parents with our contact telephone number.

We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

### **3. If a child is not collected**

If a child is not collected at the end of a session/day, we follow the following procedures:

1. Parents of children who have not arrived by the school's closure time should be telephoned immediately and a senior member of staff alerted.
2. Calls should start with the parent/s and then work through other numbers.
3. If all other children have been collected, two staff should stay with the child until a parent arrives.
4. These two should usually be a senior member of staff and another member of staff.
5. The child should be reassured and taken to their classroom where they can play whilst the senior member of staff tries to gain information by contacting the child's emergency numbers.
6. If there is no communication with the expected collector and 1 hour has elapsed without information or contact with any of the given emergency numbers, then the Deputy Head (DSL) should be called for advice.

## **WORKING IN PARTNERSHIP WITH OTHER AGENCIES**

### **1. Scope**

Dover College Early Years work in partnership with local and national agencies to promote the well-being of all children. This policy sets out the arrangements for managing such partnerships effectively whilst prioritising the welfare of the children at Dover College. The term 'parents' also relates to carers and those with legal guardianship of children.

### **2. Procedures**

- When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.
- When necessary we consult with local and national agencies who offer advice and information that help us develop understanding of issues and who can provide support and information for parents. For example, ethnic/cultural organisations, welfare rights advisors or adult education.
- We work in partnership and alongside local and national agencies to promote the well-being of all children.
- We have procedures in place for the sharing of information about children and their families with other agencies.
- Information shared by other agencies with us is regarded as confidential. This is kept in confidence and not shared without consent from that agency.
- We follow protocols for working with other agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting in the setting at any time and do not have access to any other children during their visit.
- Staff in the Early Years at Dover College school do not casually share information or seek informal advice about any named child or family.



## **QUALITY AND INCLUSION**

### **1. Scope**

The Dover College Early Years department is committed to providing equal opportunity and anti-discriminatory practice for all children and families. These include race, religion or belief, sexual orientation, disability, age, gender reassignment, sex, disability, marriage and civil partnership, pregnancy and maternity, all of the mentioned are protected under the Equality Act 2010. This policy sets out the provisions and commitments Dover College will promote to protect children from discrimination and to ensure all children are included within the College.

The legal framework for this policy is the Equality Act 2010.

### **2. Discrimination**

Different types of discriminatory practice include:

- Direct discrimination
- Discrimination by association
- Discrimination by perception
- Indirect discrimination
- Harassment
- Third party harassment
- Victimisation
- Dual discrimination

### **3. Dover College Aims**

The College aims to:

- Provide a secure environment in which all our children can flourish and all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities.
- Improve our knowledge and understanding with issues of equality and diversity.
- Make inclusion a thread that runs through all the activities in our nursery.

## 4. Procedure

Dover College is open to all members of the community on completion of a registration form who will then be invited in for a taster session, after which a letter of offer will be issued.

- We advertise our service widely which allows us to meet all members of our society and provide information in a clear and concise language whether in spoken or written form
- We believe our admissions policy is a fair system
- We do not discriminate against a child with disability
- We ensure all parents are made aware of our Equality Policy

### 4.1 Employment

- Posts are advertised and all applicants are judged fairly. The applicant who best meets the criteria is offered the post subject to references and checks in accordance with Dover College Recruiting Policy.
- We monitor our application process to ensure it is fair and accessible.
- We do not ask job applicants questions about health issue unless a decision needs to be made to make any reasonable adjustments in access to the interview or to decide whether an applicant can carry out a function that is intrinsic to the position.
- We follow Dover College pay structure that is fair and equal for all employees and allows for open discussion by employees about their pay

#### 4.1. Training

- We seek training opportunities for all staff and volunteers to enable them to develop practices which enable all children to flourish and regularly review our practices to ensure we are fully implementing our policy for Equality.

#### 4.2. Curriculum

The curriculum offered at Dover College Early Years encourages children to develop positive attitudes to people who are different from themselves encouraging children to empathise.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that children have equal access to learning.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotyped images in the selection of materials.

- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special educational needs, children with disabilities and English as an additional language.
- Ensuring that children whose first language is not English have full access to the curriculum and are supported in their learning.
- Parents/carers of children whose first language is not English will be asked to complete the Linguistic Profile form. This provides the Key Person with additional information about the child.
- Promoting British Values – Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance

#### **4.3. Valuing diversity in families**

- We welcome the diversity of family life and work with all families.
- We encourage children to contribute stories of their everyday life.
- We encourage parents/carers to take part in the life of Dover College and contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offers.
- We work in partnership with parents to ensure the medical, cultural and dietary needs of the children are met.
- We help children learn about a range of food, cultural approaches to meal times and to respect the differences among them.

## DOVER COLLEGE EARLY LEARNERS – KENT FREE EARLY EDUCATION POLICY AND PROCEDURES

### 1. Scope

Please note that the term ‘parents’ also relates to carers and those with legal guardianship of children.

### 2. Introduction

- Dover College School is registered as a provider of early years’ education under the Kent Early Years Development Plan (the Plan). Under the Plan the Kent County Council Education Department administers the government’s early education programme that provides financial assistance for the education of three and four year-olds in Kent.
- The Plan means that up to 15 hours per week are provided free (subject to availability). These are on three set mornings per week (Tuesday, Wednesday and Thursday, 08:30 – 13:30) over 32 weeks of the academic year. Children are eligible from the term following their third birthday until a child enters Reception class.
- In addition to the 15 hours, under the Plan Kent County Council Education Department also offers parents whom are eligible up to a further 15 hours. Parents must apply for this funding directly with Kent County Council who will allocated funding according to the following criteria:
  - in work - or getting parental leave, sick leave or annual leave
  - each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 if you’re over 25 but not over £100,000
  - your child usually lives with you

Parents who are eligible will receive a code which should be submitted to Dover College in order for their child to access 30 hours (Subject to availability). These are on five set mornings per week (Monday to Friday, 08.30 – 14.30) over 32 weeks of the academic year. Children are eligible from the term following their third birthday until a child enter Reception class.

- We take the following into consideration when allocating places:
  - Children whose parents have committed to their son/daughter going through to Reception class and beyond at Dover College.
  - Children who have siblings at Dover College.
  - Children requiring full days (08:30-17:30).
  - For those children not meeting the criteria above it may be less likely that we can meet the request for sessions.

- Parents who want more than the allocated free hours have to pay the appropriate fee.

### 3. Procedure

- The procedure for administering the payment of the allowance is initiated by the Education Authority. The Bursary keeps details of the plan alongside the Junior School Admission department.
- Initially the Education Department asks for an estimate of the number of children eligible for a particular term. Forms supplied by the Education Department are completed during the head count week when details of all eligible children are requested. At a time determined by the Education Authority the appropriate funding is transferred to the school bank account.
- Funds transferred to the school bank account are cross checked against notification sent by the Education Authority.
- The free early education acceptance form should be completed for any child accessing all or part of the 15 or 30 hours' free early education which is provided by Dover College on a Tuesday, Wednesday and Thursday morning from 08:30 – 13:30 or Monday to Friday 08.30 – 14.30 respectively.
- Changes to attendance above the free early education can ONLY be altered half termly and these changes should be requested in writing and confirmed by the completion of a new attendance form.
- Parents are required to complete the free early education forms termly. Attendance will be tracked to ensure the full chosen entitlement has been provided.

### 4. Payment

- A copy of a letter explaining the Plan will be sent as appropriate; a copy of a typical letter follows this document. A similar letter is sent for each term that the child is eligible for funding. Invoices will be sent prior to each term showing a zero charge for free early education hours accessed and a charge for any additional hours as appropriate. Invoices are due for payment by the first day of each term. Payment for free early education, in accordance with claims made, is paid directly to Dover College by the Education Authority.
- Records of claiming and payment of the allowance are to be kept for possible audit by the Education Authority, as well as copies of attendance forms, tracking information and invoices.
- It is the responsibility of the parent to deal with funding issues relating to free early education entitlement if moving from another area.



## DOVER COLLEGE EARLY LEARNERS – ARRIVALS AND COLLECTION POLICY AND PROCEDURES

### Arrivals and Collection Policy

Please note that the term 'parents' also relates to carers and those with legal guardianship of children.

This policy applies to: The Early Years.

The Early Years Foundation Stage (EYFS, 2017) is the framework that provides a curriculum for early years' children and ensures your child is safe in a secure environment. At Dover College Early Years children's safety is maintained as the highest priority at all times. Every attempt is made through carrying out the arrivals and collection procedures to ensure that the security of children is maintained at all times.

In the unlikely event of a child going missing or not being collected, our missing child and uncollected child procedures are followed. (See Lost child and missing child policies).

**Arrivals:** The following procedure applies to the dropping off of Early Years children. Children may arrive at school between 8.15am and 8.30am. It is the policy of Dover College to provide a warm welcome to all children and parents on arrival to the setting. Access is obtained through the main school gate which opens on arrival. Parents drive around the close and park in the allocated car park. Parents access the school through the coded school gate and go directly to the school office where you will need to use the buzzer on the keypad to speak to the Junior school PA who will grant entry. All nursery parents should then sign in using the signing in book and then take their child directly to class where staff will be waiting. Unauthorized persons are not permitted to open the door to anyone at any time; anyone found doing this would be in breach of this policy. The person dropping off the child (parent or guardian) must ensure that they inform a member of staff of the child's arrival in order that they can be marked into the daily register. The person dropping off should place the child's belongings in the appropriate space; for example, coat peg, book bag box etc.

If necessary, the person dropping off and a member of staff may then spend time exchanging information which may inform the child's day; this may include the following:

- Any concerns.
- Any existing injury caused away from the setting. (Completion of the existing injury form). If a child has an existing injury such as bruises, bumps etc., parents have a responsibility to inform staff of this when dropping off the child and the necessary key person/teacher will be informed.
- Who will be collecting them at the end of the session?
- Any medication? If yes, what and when? Information provided by parents should be recorded using the administering of medicine form which must be signed and passed on to the child's Key Person/teacher. (Parents are directed to the school office to do this.) The Junior School PA will inform the teacher.

Should parents drop off children after 8.45am they will be required to inform the main school office so that they can be added to the register as all registers will have closed.

#### **Departures:**

The following procedure applies to the collection of children after lunch at 1.30pm and again at 2.30pm. Collecting children from nursery is in principle the same as for arriving. Parents are asked to wait outside the Junior School door as staff encourage children to shake hands with the key person and say good afternoon.

The following procedure applies to the collection of children at the end of the day at 4pm. Collecting children from nursery is in principle the same as for arriving. Parents are invited to collect their child from the school playground where children are encouraged to shake hands with their key person and say good afternoon.

The following procedure applies to the collection of children from after school care/clubs at 5.30pm. Collecting children is in principle the same as for arriving. Depending on the club and member of staff on duty after school varies from room to room. Parents are asked to wait outside the Junior School door as staff encourage children to shake hands with the teacher and say good afternoon. This allows us to maintain the safety of the children whilst effectively monitoring who has left the setting. Should a member of staff need to speak to a parent for example, to sign an accident form etc., the parent may be invited in or a member of staff may speak to a parent outside or in another room. All children who attend after school care/clubs are registered by the members of staff on duty. Parents must arrive in good time to ensure collection prior to closure time at 5.30pm. If any child is uncollected after this time we follow our procedure for uncollected children. Upon registration parents must provide at least two names of persons other than themselves who are allowed to collect the child in case of an emergency. Children will only be released from the care of Dover College Nursery to individuals named by the parent.



In the event that children are collected by those other than a parent or named person the parent must inform the nursery without delay that they will not be able to collect their child. To help check identity staff may call the parent to discuss the details given by that of the person wishing to collect the child. The parents must ensure that a suitable person must be over 16 years old and be capable of caring for the child in the absence of the child's parent. • If the early years co-ordinator or member of staff on duty is not able to identify the person with the details provided by the parent, unfortunately we will not be able to release the child.

**Uncollected Children:** If contact with anyone on the emergency list for collection of the child our uncollected child procedure is followed. All staff should be aware that some children are not allowed to come into contact with members of their own family (a court order for example or if a parent does not have 'parental responsibility.')

In such circumstances a record is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should arrive at the school they must not be granted access and the Early Years Co-ordinator and Deputy Head Pastoral, Deputy Head Academic or Headmaster will deal appropriately with the situation to ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Every reasonable step is taken to prevent unauthorised persons entering the premises and all visitors are signed in and not left unattended at any time according to safeguarding procedures.