

Policies in Brief

Accident Procedure

Our procedure following any injury sustained whilst at the preschool is detailed here.

Admissions policy

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

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

Behaviour management policy

Our pre-school believes that children flourish best when their personal, social and emotional needs are met and when there are clear and developmentally appropriate expectations for their behaviour.

We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding management of behaviour exist within the programme for supporting personal, social and emotional development.

Bullying policy

We aim for children to be free to play and learn without fear of bullying and we teach children to be respectful to themselves and others.

Collection of children policy

Our preschool has strict rules for the collection of children and these are agreed as the child starts at preschool. The preschool undertakes to protect the child during their time with us and the parent/carers undertake to collect or arrange collection of their child in a timely manner.

Complaints policy

Our preschool welcomes suggestions on how to improve our service and for parents/carers who are not happy there is a set of procedures for the parents to follow.

Confidentiality policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

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

Data Protection Policy

It is our intention to respect the privacy of the details regarding the staff, children and their parents and carers, whilst ensuring the security of the details we hold in line with GDPR.

We aim to ensure that all the information we are provided with by staff, parents and carers is kept securely and confidential and accessed only by those with pre-agreed permission. **Molly's Preschool** is a data controller for the purposes of the Data Protection Act(1998). We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to, support your learning, monitor and report on your progress, provide appropriate pastoral care, and assess how well we are doing. Information about you that we hold includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. **We will not give information about you to anyone without consent unless the law and our policies allow us to.** We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. If you want to receive a copy of the information about you that we hold or share, please contact Nicki Ewen (Manager). If you need more information about how the LA and/or DfE store and use your information, then please go to the following websites: <http://www.kelsi.org.uk> or <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>. If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Resilience & Transparency
Team

Kent County Council

Sessions House

County Road

Maidstone

ME14 1XQ

Email: dataprotection@kent.gov.uk

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: www.education.gov.uk

email:<http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Equality diversity and inclusion policy

Our pre-school is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

We aim to:

- 1 provide a secure environment in which all our children can flourish and in which all contributions are valued;
- 2 include and value the contribution of all families to our understanding of equality and diversity;
- 3 provide positive non-stereotyping information about different ethnic groups and people with disabilities;
- 4 improve our knowledge and understanding of issues of anti discriminatory practice promoting equality and valuing diversity; and
- 5 ensure that inclusion is a thread which runs through all of the activities of the pre-school.

Equipment and resources policy

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.

E-Safety policy

Our staff are instructed in how to operate in a professional manner whilst using online technology in a safe and appropriate manner and to support children to stay safe online.

Fire and evacuation policy

The preschool has developed these policies to ensure the safe evacuation of the preschool in the event of a fire or other threat. Drills are practised every 6 weeks.

Food and drink policy

This pre-school regards snack and meal times as an important part of the pre-school's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating. The pre-school learning alliance promotes healthy eating through the Feeding Young Imaginations campaign.

At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs. We aim to meet the full requirements of Ofsted's Care Standards on Food and Drink (Standard 8).

Health and safety policy

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

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

Intruder policy

Molly's preschool has procedures for what to do in the event of an intruder within the preschool.

Key Person Policy

Molly's preschool operates a key person system which supports your child's attachment within the preschool. Your child will be assigned a person who will support their development, plan activities to appropriately support how they learn and keep the parents up to date with how their child is doing

Manual Handling policy

Molly's preschool has rules for how equipment and children are handled and how to assess risk.

Medicine Policy

Molly's pre-school ensures that any medicine that needs to be administered by staff is done correctly and recorded appropriately.

Missing/Lost child policy

We aim to keep all children in our care safe and secure. In the unlikely event of a child being lost a strict procedure will be followed.

Mobile Phone usage, internet usage policy

Molly's pre-school takes the safety and security of the children left in our care very seriously and to this end have produced this policy which strictly governs the use of mobile phones within the pre-school and informs the staff about internet usage both within the business and privately.

Nappy Changing policy

In order to make nappy changing a happy, stress free occasion for the children we use our 'Happy Nappy' routine.

Non-collection of children policy

In the event of a child not being collected in a timely manner from preschool, we follow a strict set of rules to ensure a responsible adult collects the child.

Observation policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

We aim to ensure that all observations recorded about the children are positive and informative. We will use the findings of our observations to inform future planning.

The legal framework for this work is the Data Protection Act and Freedom of information Act

We are registered with the Information Commissioners Office (ICO) our details of which are updated on an annual basis.

Any communication within the pre-school setting whether verbal or written, is deemed confidential and not to be passed on without consent.

Outings policy

We enjoy taking the children on local outings and to ensure their safety we undertake risk assessments and adhere to strict adult to child ratios

Parental involvement policy

We believe that children benefit most from pre-school education and care when parents and pre-schools work together in partnership.

- To support parents as their children's first and most important educators.
- To involve parents in the life of the pre-school and their children's education.

To support parents in their own continuing education and personal development.

Pricing policy

Molly's pre-school have developed a pricing policy for the sessions it delivers. Children can use their Free Early Education cover the cost of 5 x 3 hour sessions. Additional sessions can be offered if available and parents must pay for the sessions they have chosen whether their child attends or not. Molly's Pre-school reserves the right to deny attendance at the pre-school, for any sessions outside of the Free Early Education, if fees are in arrears and payment is not forthcoming. Payments of fees must be received within 2 weeks of receipt of the invoice, penalties of £5 per day will be incurred for late payment.

Risk Assessment policy

Molly's preschool uses a number of different risk assessments to keep children safe and secure whilst at preschool.

Safeguarding policy

Our pre-school wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Our Designated Safeguarding Lead is Nicki Ewen.

The key commitments of the Pre-school Learning Alliance and Molly's Pre-school policies for safeguarding children are;

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of service delivery.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Working Together to Safeguard Children'(2021).
3. We are committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Settling in pre-school policy

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the pre-school.

We aim to make the pre-school a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Severe Weather policy

In the event of a school closure due to severe weather, this policy explains the procedure for staff and parents.

Social Networking policy

This policy lays down the preschool rules for staff, parent/carers and children.

Special educational needs/disability policy

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

- 1 We have regard for the DfES Special Educational Needs Code of Practice.
 - 2 We include all children in our provision.
 - 3 We provide practitioners to help support parents and children with special educational needs (SEN)/disabilities.
 - 4 We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
 - 5 We work in partnership with parents and other agencies in meeting individual children's needs.
 - 6 We monitor and review our practice and provision and, if necessary, make adjustments.
- Our SENCO Special Educational Needs co-ordinator is Kathy Forrest.

Staffing and employment policy

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are all appropriately qualified and are checked for criminal records through the Disclosures Records Bureau in accordance with Ofsted's requirements.

To ensure that children and their parents are offered high quality pre-school care and education.

Student placement policy

This pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-school Practice and CACHE level 3 Diploma in Pre-school Practice.

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

Tapestry/Learning journal policy

Molly's preschool uses an on-line developmental tool to observe and record children's ongoing achievements during their time at Molly's. The system allows parents to be involved in their child's learning too.