



# Amberley Playgroup Procedures and Policies

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Treasurer - Amy Kosmala

Secretary - Catherine Beard

Safeguarding representative - Katharine Bryan-Merrett

Other Members - Libby Gilroy



## **POLICIES AND PROCEDURES DOCUMENTATION**

- 2 copies on front table, one of which can be taken home by parents
- E-mailed to parents on request
- Available on playgroup website [www.amberleyplaygroup.co.uk](http://www.amberleyplaygroup.co.uk)

### **POLICY REVIEW & ADOPTION DATES & SIGNATURES OF STAFF & COMMITTEE**

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# Contents

Contents.....	4
Aims and Objectives.....	8
1. LEARNING AND DEVELOPMENT REQUIREMENTS .....	9
1.1 The Early years foundation stage (2021).....	10
1.2 British Values.....	11
1.3 Children for whom English is not their home language .....	15
1.4 Learning and Development considerations .....	15
1.5 Characteristics of effective learning.....	15
1.6 Key Person.....	16
1.7 Policy for use of information and communication technology (ICT).....	17
2. ASSESSMENT .....	19
2.1 Observation and Assessment of children at Amberley playgroup.....	20
2.2 Examples of observation sheets.....	20
2.3 Progress check at age 2.....	21
3. SAFEGUARDING AND WELFARE REQUIREMENTS .....	22
Amberley Playgroup Child Protection and Safeguarding Policies.....	23
3.1 Child protection Policy .....	23
3.2 The prevent Duty .....	26
3.2.1 Operation Encompass.....	27
3.3 Amberley Playgroup Allegations Management Policy .....	28
3.3.1 Safer working practice .....	29
3.4 Amberley Playgroup Camera, mobile phone and recording devices policy.....	29
3.5 Amberley Playgroup Personal Websites, Weblogs and Social Networking Sites Policy..	31
3.6 Amberley Playgroup Whistle blowing policy and guidance .....	33
3.7 Amberley Playgroup Recruitment Policy and Procedures.....	35
3.7.1 Recruitment Process.....	35
3.7.2 Safer Recruitment and suitability checks .....	37
3.7.3 Disqualification, disqualification by association and applying for a Waiver .....	38
3.7.4 Safer working practice.....	39
3.7.5 Staff taking medication/other substances.....	39
3.8 Staff Qualifications, training support and skills.....	40
3.8.1 Staff Responsibilities.....	40
3.8.2 Staff Returning from Long-term Illness .....	41
3.8.3 Staff development, appraisals and supervision .....	41
3.8.4 Supervision policy.....	41
3.8.5 Staff file information.....	43
3.8.6 Induction Checklist .....	45
3.8.7 Staff training Checklist .....	46
3.8.8 Key Person.....	47
3.8.9 Staff: child ratios.....	47
3.8.10 Duty Parents.....	47



3.8.11 Staff Shortages .....	48
<b>3.9 Health.....</b>	<b>49</b>
3.9.1 Procedures for managing children who are sick or infectious, or with Allergies including reporting notifiable diseases .....	49
Reporting of 'notifiable diseases' .....	49
3.9.2 Cleaning of blood and body fluid spillages.....	50
3.9.3 Nits and head lice .....	50
3.9.4 Procedures for children with allergies .....	50
3.9.5 Insurance requirements for children with allergies and disabilities .....	51
3.9.6 Oral medication .....	51
3.9.7 Lifesaving medication, Emergency treatment and invasive treatments .....	51
3.9.8 Procedure for administering medicines (prescription and non-prescription).....	52
3.9.9 Copy of Administering Medicine Form.....	53
3.9.10 Safe Storage of Medicines.....	54
3.9.11 Sun protection.....	54
3.9.12 Hygiene and prevention of cross infection .....	54
Coronavirus specific guidance and procedures (Sept 2021) .....	54
3.9.13 Copy of Care Plan Forms for Specific Medical Conditions .....	55
<b>3.10 Food and drink.....</b>	<b>56</b>
3.10.1 Fresh Drinking Water.....	56
3.10.2 Snack time .....	56
3.10.3 Allergies and dietary needs .....	57
3.10.4 Packed Lunch .....	57
3.10.5 Food Hygiene and Notification to Ofsted .....	58
<b>3.11 Accident or injury .....</b>	<b>59</b>
3.11.1 Policy for Recording and reporting of accidents and incidents (including procedure for reporting incidents to the HSE under RIDDOR requirements).....	59
3.11.2 Amberley Playgroup incident record .....	60
<b>3.12 Amberley playgroup Behaviour Management Policy .....</b>	<b>63</b>
3.12.1 Achieving positive behaviour.....	63
3.12.2 Strategies with children who engage in inconsiderate behaviour .....	64
3.12.3 Children under three years.....	65
3.12.4 Rough and tumble play and fantasy aggression.....	65
3.12.5 Hurtful behaviour.....	66
3.12.6 Further assessment and intervention .....	67
3.12.7 The Use of Physical intervention .....	68
3.12.8 Standards of Behaviour.....	69
3.12.9 Amberley Playgroup Adults' Behaviour policy.....	70
3.12.10 Anti-Bullying Policy.....	71
<b>3.13 Safety and Suitability of premises, environment and equipment .....</b>	<b>73</b>
3.13.1 Amberley Playgroup Health and Safety Policies .....	73
3.13.2 Staff health and Safety .....	75
3.13.3 Amberley Playgroup's Principles of Safer Handling .....	76



3.13.4 No-smoking or Vaping Policy .....	77
3.12.5 Purchase and care of toys and equipment .....	77
3.13.6 Premises .....	78
3.13.7 Animals at Amberley Playgroup.....	79
3.13.8 Visits to farms .....	79
3.13.9 Outdoor play at Amberley Playgroup.....	80
3.13.10 Rest Areas .....	81
3.13.11 Procedure for checking the identity of visitors .....	81
3.13.12 Amberley Playgroup Nappy changing policy.....	82
<b>3.14 Risk assessments .....</b>	<b>83</b>
3.14.1 Regular Checks .....	83
3.14.2 Risk Assessments - Daily Internal Risk Assessment.....	84
3.14.3 Daily External Risk Assessment .....	85
3.14.4 Risk Assessment - Identification and Evaluation of Hazard.....	86
3.14.5 Fire Policy and procedures.....	87
3.14.6 Emergency Evacuation procedure.....	87
3.14.7 Copy of Emergency Information Poster .....	88
3.14.8 Lost child procedure.....	89
<b>3.15 Outings .....</b>	<b>91</b>
Operational Policies for outings.....	91
<b>3.16 Equal Opportunities and SEND policies .....</b>	<b>92</b>
3.16.1 Valuing diversity and promoting equality .....	92
3.16.2 What conduct is prohibited under the Equality Act 2010? .....	93
3.16.3 Equality and recruitment of staff and of Ex-Offenders.....	93
3.16.4 Training.....	94
3.16.5 Learning opportunities .....	94
3.16.6 Valuing diversity in families .....	95
3.16.7 Food .....	95
3.16.8 Meetings.....	95
3.16.9 Special Educational needs and Disability Policy.....	96
3.16.10 What are special educational needs? .....	96
3.16.11 Special Educational Needs code of Practise .....	96
3.16.12 Special Educational Needs co-ordinator (SENCO) and the role of other staff .....	97
3.16.13 Records .....	98
3.16.14 Parents in Partnership.....	98
3.16.15 Inclusion of children with SEN/D .....	99
3.16.16 Resources .....	99
3.16.17 Liaison with Outside agencies .....	99
3.16.18 Monitoring and reviewing.....	99
<b>3.17 Information, record keeping and Data Protection policies and Procedures.....</b>	<b>100</b>
3.17.1 Data Privacy Notice.....	100
3.17.2 Confidentiality policy and procedures.....	102



3.17.3 Data Breach Procedure.....	104
3.17.4 Client access to records procedures.....	107
3.17.5 Data Subject Access Requests Policy and Procedures .....	108
3.17.6 Sharing information and working in partnership with other settings and agencies .....	109
<b>3.18 Information about the Child and Information for parents and carers .....</b>	<b>111</b>
3.18.1 Partnership with Parents .....	111
3.18.2 Arriving, collecting and settling your child at Playgroup .....	113
3.18.3 Uncollected children.....	114
3.18.4 Fees .....	115
3.18.5 Debt recovery policy .....	116
3.18.6 Duty Helpers information .....	117
3.18.7 Admissions .....	119
3.18.8 Admissions policy.....	119
3.18.9 Attendance .....	120
3.18.10 Waiting List .....	120
3.18.11 Closures .....	120
3.18.12 Enrolment Pack including registration form .....	121
3.18.13 Amberley Playgroup Committee .....	121
<b>3.19 Records held at Amberley Playgroup and retention periods for records .....</b>	<b>123</b>
3.19.1 Record Keeping .....	123
3.19.2 Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information .....	124
<b>3.20 Complaints procedure.....</b>	<b>126</b>
<b>APPENDICES.....</b>	<b>130</b>
Appendix 2- Recruitment of Ex-Offenders .....	133
Appendix 3 Job Descriptions .....	135
Appendix 4 - Complaints Record .....	140
Appendix 5- Policy to support On-going suitability to work with children.....	141
Appendix 6- Recruitment documents .....	142
Amberley Playgroup and Toddler Group - Person Specification .....	145
Amberley Playgroup and Toddler Group Application Form .....	146
Reference requests .....	158
<b>Appendix 6 Registration forms and entry record documentation.....</b>	<b>161</b>



## Aims and Objectives

Welcome to Amberley Playgroup; we aim to provide a caring, friendly, fun and safe environment where children can learn and develop through play-led activities. We want to create treasured memories for children and parents alike, whilst striving to ensure all children realise their full potential.

Amberley Playgroup is a member of the Playgroup and Toddler Association, fully insured and registered by OFSTED.

We welcome all children of all cultures and abilities to come and enjoy the facilities and learning opportunities provided by the Playgroup.

The Playgroup follows all requirements of the Statutory Framework for the Early Years Foundation Stage (2021) and will support each child to make progress towards the Early Learning Goals in seven areas of Learning, 3 prime areas and 4 specific areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Expressive Arts and Design
- Literacy
- Mathematics
- Understanding the World

To meet these requirements we will:

- Use a wide range and variety of planned and purposeful play activities, maintaining a balance between child initiated and adult directed activities and reflecting individual children's needs, interests and ideas
- Keep records of children's progress and curriculum planning, monitoring and reviewing progress in partnership with parents and planning activities to enable individual children to make progress towards the Early learning goals
- Encourage each child on their own individual learning journey

We aim to fully prepare each child for their reception year at school, encouraging each child to develop independence, while working towards the Early Learning Goals required by the Early Years Foundation Stage. We will also aim to comply fully with all statutory requirements as outlined in the Early Years foundation stage (2017)

We will promote British Values of democracy, rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. These values are embedded within the 2021 Early Years Foundation Stage



# **1. LEARNING AND DEVELOPMENT** **REQUIREMENTS**

**'This section defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and ensure they are ready for year 1'**

**Statutory Framework for the Early Years Foundation Stage 2021  
section 1.1**



## 1.1 The Early years foundation stage (2021)

Amberley Playgroup follows the Early Years foundation stage (EYFS) framework that is mandatory for all Early Years providers. The learning and development requirements are given legal force under the Childcare Act 2006. We aim to plan and provide activities and play opportunities that reflect the uniqueness of each child, reflecting their interests, ideas and individual learning needs.

The EYFS has four guiding principles that shape our practice. These principles are

\*Every child is a **UNIQUE CHILD**, who is constantly learning and can be resilient, capable, confident and self-assured

\*Children learn to be strong and independent through **POSITIVE RELATIONSHIPS**

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

\***IMPORTANCE OF LEARNING AND DEVELOPMENT**. Children develop and learn at different rates. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

(Statutory Framework for the Early Years Foundation Stage 2021)

All staff at Amberley playgroup will follow these EYFS principles

- **A unique child:** recognizes that every child is a competent learner from birth who can be resilient, capable, confident and self-assured. The commitments are focused around development; inclusion; safety; and health and well-being development.
- **Positive relationships:** describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. The commitments are focused around respect; partnership with parents; supporting learning; and the role of the key person.
- **Enabling environments:** explains that the environment plays a key role in supporting and extending children's development and learning. The commitments are focused around observations, assessments and planning; support for every child; the learning environment; and the wider context- transitions, continuity and multi-agency working.
- **Learning and development:** recognizes that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected.
- There will be a balance between child-initiated and adult-directed activities.



- The curriculum will be planned to try and accommodate all children regardless of race, religion, cultural background or special needs.

By following these principles, we can support the development, learning and care of young children in the most effective and nurturing way.

## **1.2 British Values**

It is a statutory requirement for Early Years providers to promote British Values of democracy, rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. Amberley playgroup recognises that these values are implicitly embedded within the 2021 Early Years Foundation Stage and the following paragraphs outline examples of how these values are promoted within an Early year's environment

- **Democracy; Making decisions together**

As part of the focus on self-confidence and Self-awareness (Personal, social and Emotional Development)

Staff will encourage children to know that their views count, value each other's views and values and talk about their feelings. Staff will support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration.

- **Rule of law; Understanding rules matter**

As part of the focus on Managing feelings and behaviour (Personal, Social and Emotional Development)

Staff will ensure that children understand their own and other's behaviour and its consequences and learn to distinguish right from wrong. Staff will collaborate with children to create the rules and codes of behaviour e.g., to agree the rules about tidying up and ensure all children understand rules apply to everyone

- **Individual Liberty; freedom for all**

As part of the focus on self-confidence and Self-awareness and people and communities (Personal, Social and emotional Development and Understanding the World)

Children will be encouraged to develop a positive sense of themselves. Staff will provide opportunities for children to develop their own knowledge, self-esteem and



increase their confidence in their own abilities. A range of experiences will be provided that allow children to explore their feelings, talk about their differences and understand that we are free to have different opinions.

- **Mutual respect and tolerance; treat others as you want to be treated**

As part of focus on people and communities, managing feelings and behaviour and making relationships (Personal, social and Emotional Development and Understanding the world)

Staff will aim to create a culture of inclusivity and tolerance where views, faiths, cultures and races are valued. Children will be encouraged to develop an appreciation of and respect for their own and other cultures, discuss similarities and differences and share different practices, celebrations and experiences. Staff will encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.

**What is not acceptable**

- Actively promoting intolerance of other faiths, cultures and races
- Failure to challenge gender stereotypes and routinely segregate girls and boys
- Isolating children from their wider community
- Failure to challenge behaviours (staff, children or parents) that are not in line with British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.



There are seven areas of learning and development covered by the EYFS framework that must shape educational programs in Early Years settings. All areas of learning and development are important and interconnected. Three areas are particularly crucial for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving (EYFS 2021 1.4). These 3 areas are known as the **PRIME AREAS** and are

- Communication and language
- Physical Development
- Personal, social and emotional development.

There are also four areas through which the prime areas are strengthened and applied. These **SPECIFIC AREAS** are

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

**The EYFS states that educational programmes must involve activities and experiences for children (EYFS 2021 1.6)**

The early learning goals for each area of development establish expectations for most children to reach by the end of the foundation stage (end of reception year in school)

In order to help the children at Amberley playgroup progress towards the early learning goals:

- All children will be provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills and a positive disposition to learn. All staff will ensure support for children's emotional well-being to help them to know themselves and what they can do.
- All children will be supported in developing the confidence and disposition to do so. They will be provided with the opportunity and encouragement to use their skills in a range of situations and for a range of purposes. A child's learning and competence in communicating, speaking and listening, being read to and beginning to read and write will be supported and extended.



- Children will be supported in developing their understanding of mathematics in a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their developing understanding. We will provide the children with opportunities to practice and extend their skills in these areas gaining confidence and competence in their use.
- All Children will be supported in developing the knowledge, skills and understanding that helps them to make sense of the world. Their learning will be supported through offering opportunities to use a range of tools safely, exploring creatures, plants and objects in their environment and in real-life situations. All children will have the opportunity to undertake practical 'experiments and work with a range of materials.
- The physical development of children will be encouraged through the provision of opportunities to be active, interact to improve their skills of control, coordination, manipulation and movement. They will be supported in using all their senses to learn about the world around them and to make connections between new information and what they already know. All children will be supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food, and oral health.
  - Children's creativity will be supported and their curiosity, exploration and play extended. We will provide them with opportunities to explore and share their thoughts, ideas and feelings, through a variety of art, movement, dance, imaginative and role play activities, mathematics, and design and technology.
  - Records will be kept of Curriculum planning and evaluation which will be available to staff and parents.
  - Staff will be enabled to access up to date training in order to implement best practice in their teaching and guidance of the children
  - Regular review of children's progress will enable early identification of any area of development where additional help and support is needed. If progress in any area of development gives cause for concern this will be discussed with parents and agreement made how to best support the child



### **1.3 Children for whom English is not their home language**

- If a child is attending Amberley playgroup for whom English is not their home language staff will take all reasonable steps to provide opportunities for the child to develop and use their home language in play and learning. Parents and carers will be encouraged to assist and advise Staff with this, providing information on relevant words, cultural experiences etc. Advice will also be taken from other sources when required to provide a varied and stimulating experience of play for the child.
- The Early Years foundation stage statutory Guidance requires staff to assess children's communication, language and literacy skills in English. (Section 1.7). If a child does not have a strong grasp of the English language, Staff at Amberley Playgroup will explore the child's skills in the home language with parents and carers to establish if there is a cause for concern about language delay.

### **1.4 Learning and Development considerations**

The Statutory framework for the Early years Foundation Stage States that 'Practitioners must consider the individual needs, interests and development of each child in their care, and must use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development' (EYFS 2021 1.11)

At Amberley playgroup all staff will contribute to the observation and assessment of children, which alongside information from parents and carers will enable a picture to emerge of the individual child's developmental and learning needs and interests. All staff will contribute towards the planning of activities aimed to stimulate the children in learning and evaluation of these activities to assess their effectiveness. A mixture of adult -led and child -initiated activities will be maintained, with a wide range of resources available to the children as part of our continuous provision both inside and out. Within the playgroup and on our website and Facebook page there are photographic examples of the wide variety of different activities on offer and the way they link to the learning and development requirements of the early year's foundation stage.

### **1.5 Characteristics of effective learning**

In planning and guiding the children's activities, the Staff at Amberley playgroup will consider the different ways and rates that children develop and reflect these in their practice. Three Characteristics of effective learning outlined in the Early Years foundation Stage 2021 are



- **Playing and exploring:** Children investigate and experience things and 'have a go'
- **Active learning:** Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **Creating and thinking critically:** Children have and develop their own ideas, making links between ideas and developing strategies for doing things

Statutory Framework for the Early Years foundation Stage 2021 Section 1.15

Children at Amberley Playgroup will be given choice, time and space and the freedom to follow their ideas with the support and encouragement of staff and sensitive interaction with adults.

Staff will maintain their professional development to ensure that their knowledge is current and their practice reflects up to date guidance and research about the way that children learn best. Information gained by staff from training will be cascaded to the team and changes implemented if it is felt that the quality of provision at Amberley playgroup will be enhanced as a result.

## **1.6 Key Person**

Each child will be allocated a key worker on starting playgroup. This person is responsible for working with a small group of children and helping them to feel safe and cared for at playgroup. The key worker is also responsible for keeping records of a child's development and progress to help ensure that every child's learning and care is tailored to meet their individual needs, sharing this information with parents, other settings and other professionals where appropriate. The key worker will also conduct more formal 'progress talks' with parents every 2 terms as well as being available to share information with parents or carers on a daily basis. They will seek to engage and support parents/and/or carers in guiding their child's development at home. The key person will also be responsible for conducting a 2-3-year progress assessment on the children in their group, and completing transition records when moving on to another setting or reception class when starting school.



## **1.7 Policy for use of information and communication technology (ICT)**

A number of guidelines need to be followed to ensure the safe and effective use of ICT equipment by children and staff within the setting.

The aim of using ICT equipment within Amberley playgroup can be summarised as

### **To enable all children to:**

- Build on their experiences from home
- Develop practical skills needed to access ICT
- Enjoy ICT and use it with confidence
- Understand that equipment needs to be handled with care and respect

### **To ensure all children can:**

- Listen to and understand instructions
- Use ICT as a tool for collaborative decision making and conversation
- Problem solve and think logically to complete tasks

### **To enable staff to:**

- Improve teaching and access resources to promote children's learning

We will achieve our aims through:

- Ensuring all children have regular access to equipment that is of recent specification in order to improve the quality of learning
- Provide software that is linked to current areas of learning
- Ensure access to software that may be beneficial to children with SEN, seeking appropriate advice if necessary
- Provide adult support to enable children gain the maximum benefit from ICT equipment
- Provide staff with any necessary training to enable them to use equipment effectively and confidently

### **Safe use of the internet**

- Staff, parents and children need to develop good practice in using the internet as a resource for teaching and learning
- Amberley playgroup will work with the internet provider service to ensure systems to protect children are in place and reviewed for safe use at all times
- Children will be monitored and supervised appropriately at all times whilst using ICT equipment.
- Children at Amberley playgroup will not be allowed to access the internet unless this is under direct one to one supervision of a member of staff, for example to look at further information about a topic of interest and written parental permission has been given



- Any initial search of the internet will be carried out by a member of staff to ensure all content viewed is of a suitable nature
- Checks will be made to ensure the filtering methods in place are effective

### **Health and Safety issues**

- The height of the computer will be checked to monitor that no strain is put on children's backs, neck or arms
- Sand timers will be used if required to enable children to self-monitor the time spent at the computer and enable effective turn taking
- The computer will be situated where there is a good circulation of air
- No liquids will be taken near ICT equipment
- Only one child to hold the mouse at a time
- Access to screen is always in a visible area
- Equipment will be cleaned on a regular basis with anti-bacterial cleanser to prevent cross contamination

For camera, mobile phone and recording devices policy see section 3.4

For Personal Websites, weblogs and social networking sites policy see section 3.5



## **2. ASSESSMENT**

**'Assessment plays an important part in helping parent's carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support' (Statutory Framework for the Early years foundation Stage 2021 Section 2.1)**



## **2.1 Observation and Assessment of children at Amberley playgroup.**

The EYFS (2021) states that 'Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment is an integral part of the learning and development process. It involves practitioners Knowing children's level of achievement and interests, and then shaping teaching and learning experiences for each child reflecting that Knowledge' (EYFS 2021 2.1) It is noted also that practitioners must respond both to their own observations and any that parents and carers share (2.1)

At Amberley playgroup each child has a record folder. This is used to display children's work alongside photographs, comments and observations made by the Staff, and information from parents. The information in these records, and the knowledge of a child's key person is used to assist in planning appropriate activities for the children and in assessment of the children's progress. This record folder is available and accessible for parents and children to see at any time and is kept by parents when the child leaves playgroup. The information contained in the records is also used by staff to help complete the 'transition record', a report that is passed on to School at the end of their time in playgroup signed by staff and parents.

Regular staff planning meetings are held where a child's key person will highlight any particular observations made and these contributions help inform the educational programmes to ensure they that reflect children's developing and changing interests and their level of development in different areas.

Children's records are regularly reviewed by staff to ensure we have up to date knowledge of a child's developmental progress and interests. Parent's and carers have the opportunity to take the record folders home and share them with other family members. Informal 'progress review' discussions will ideally be held approximately every 2 terms (3 times a year) or more frequently if requested by the parent or required due to a child's rate of development.

## **2.2 Examples of observation sheets**

There will be examples of the current curriculum planning sheets used by Amberley playgroup available to view in playgroup



### **2.3 Progress check at age 2**

The EYFS (2021) states that 'when a child is aged between 2 & 3 practitioners must review their progress, and provide parents and/or carers with a short-written summary of their child's development in the prime areas' (EYFS 2021 2.4)

Amberley playgroup will ensure this review is conducted by a child's key person. The progress check will identify the child's strengths and any areas where the child's progress is less than expected. It will describe the activities and strategies that will be adopted to address any issues or concerns.

If there are significant emerging concerns or an identified special educational need or disability, Staff will develop a targeted plan to support the child's learning and development that involving other professionals both from within the setting such as the Senco and if appropriate outside agencies.

The timing of this review will be done in discussion with parents. Given that the majority of children attend Amberley playgroup from the age of 2 years 6 months or later it will be too late in most cases for the information to inform the Healthy Child Programme health and development review conducted by the child's Health visitor. If a child attends another setting it may be the review has already been done. If a child attends more than one setting the review will be undertaken by the setting where the child has spent most time.

This summary of development will include ideas and advice on how to support learning at home and encouragement given for the information from the progress check to be shared with any relevant professionals. Amberley Playgroup will gain the consent of parents to share information directly with other professionals.



### **3. SAFEGUARDING AND WELFARE REQUIREMENTS**

**'Providers must take all necessary steps to keep children safe and well;  
to safeguard children; ensure the suitability of adults who have contact  
with children; promote good health; manage behaviour and maintain  
records, policies and procedures'**

**(Statutory Framework for Early Years Foundation Stage 2021 3.2)**



## **Amberley Playgroup Child Protection and Safeguarding Policies**

**"Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the Local Safeguarding partners (LSP) Statutory Framework for the EYFS 2021 section 3.4**

### **3.1 Child protection Policy**

**Designated safeguarding lead: Cathy Brown**

**Deputy safeguarding leads: karan Hoskins**

**Safeguarding representative on Committee 2021-22 Katharine Bryan-Merrett**

Amberley Playgroup believes that the well-being of any child is of paramount importance. We will create an environment where children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to by strictly adhering to the following procedures:

- **Exclude known abusers** – All recruitment of staff and regular volunteers within Amberley playgroup will follow guidance outlined in Local Authority (Gloucestershire safeguarding children's partnership GSCP) approved 'Safer Recruitment' training that has been attended by at least one senior member of staff. All applicants shortlisted for interview for positions in the Playgroup will have references checked prior to the interview. Enhanced DBS (Disclosure and Baring Service) checks will be carried out prior to the commencement of employment. Any gaps in employment or frequent job changes will have to be explained in full. All staff will be appointed with a three-month probation period. Staff will be required to disclose any convictions, cautions, court orders reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at Amberley Playgroup). This suitability will be checked annually at the time of annual appraisal through the completion of an ongoing suitability declaration form, and the same form will be used by those on the playgroup committee. For more information on disqualification and disqualification by association see section 3.7.3. No one whose suitability has not been checked, including through a DBS check will be allowed to have unsupervised contact with the children being cared for.
- **Ensure all staff have appropriate training-** There is a named Designated safeguarding lead on the staff who has undertaken the approved Local Authority multi-agency training for this role (see contact information in this document). There is also at least one deputy safeguarding lead who has under taken the same approved training and a child protection representative on the committee. At every session at



least one member of staff will have completed the designated safeguarding lead training. All staff will maintain the up-to-date knowledge in Child Protection Procedures to help them recognise the symptoms and signs of possible physical abuse, neglect, emotional abuse and sexual abuse and understand the appropriate action to take. The Designated safeguarding lead and their deputies will receive training every two years, and all other staff will attend update training every 2 years which is considered best practice. All staff and regular volunteers will be familiarised with safeguarding procedures during induction training and newly appointed staff will attend suitable training as a matter of priority. Parents will be advised to familiarise themselves with the child protection policy and informed of the named contacts for staff and committee via the playgroup notice board, and a short summary of the policy with appropriate contacts is issued to all parents with their registration pack. The current copy of this summary leaflet will be found within the paper copy of this document. Duty parent information will outline their responsibilities as volunteers.

- **Prevent by means of good practice** – The Playgroup will follow the child protection procedures laid down by Gloucestershire Safeguarding children's Partnership (GSCP) and all staff will maintain up to date knowledge of these. A copy of the most recent procedures is found within hard copies of this policy. No member of staff will be left alone for long periods with individual children or with small groups. Adults who have not received clearance through the DBS process will not take any children to the toilet or be left on their own with children. Children will be encouraged to be independent and resilient with adult support, making their own choices and in finding names for their feeling and acceptable ways to express them. This will build their self-confidence and the vocabulary to resist inappropriate advances. The use of the Key Person system helps the child build up trusting relations with an adult in whom they would hopefully feel confident to express any worries they had or who would be aware of any changes within the child's behaviour or appearance that may be cause for concern.
- **Respond appropriately to concerns**-The Statutory Framework for the Early years foundation stage 2021 states that 'Providers must have regard to the Government's statutory guidance 'Working together to safeguard Children and to the 'Prevent duty guidance for England and Wales'. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.' (EYFS 2021 section 3.7).
- This guidance has been updated in the document 'Working together to Safeguard Children' Department for Education, July 2018



- At Amberley Playgroup therefore any safeguarding concerns will be taken seriously and investigated promptly. Staff and Volunteers must report any area of concern to the named Designated safeguarding lead and ensure action is taken. A named representative also is part of the playgroup committee to ensure parents have an additional point of contact. All concerns will be dealt with in a timely and appropriate way in accordance with Amberley Playgroups Confidentiality policy and following the procedures set out by Gloucestershire Safeguarding Children's partnership (GSCP). Possible signs of abuse or neglect that must be responded to include:
  - Significant changes in children's behaviour;
  - Deterioration in children's general well-being;
  - Unexplained bruising, marks or signs of possible abuse or neglect;
  - Children's comments or behaviour which give cause for concern;
  - Any reason to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
  - Inappropriate behaviour displayed by other members of staff or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images (EYFS 2021 Section 3.6)
- **Keep records** – Any worrying changes in a child's behaviour or physical appearance, or something they have said will be noted in a confidential 'cause for concern' record. This record will be kept separate from the usual records of progress and development, in a locked filing cabinet and will only be accessible to the designated safeguarding leads or child's key Person. Parents will usually be allowed access to these upon request although it may be necessary for staff to take advice prior to this. This is in line with GSCP guidance for safeguarding leads in Educational Settings. The record will include date and time of observations, and will objectively describe the child's behaviour, comments and / or appearance, using exact quotes of any words spoken by the child. All entries will be signed and dated. The action taken and outcome of any concerns will also be recorded. Amberley playgroup also maintains their own 'physical intervention' record and 'out of playgroup visible injuries' record which parents are asked to sign as necessary. These records are kept in a locked filing cabinet with the Child's entry record forms.
- **Liaise with appropriate authorities** – Where explanations for the changes in appearance / behaviour are not considered to be adequate, or there is immediate cause for concern as a result of injury or disclosure the confidential records will be shared with the appropriate statutory authority following the child protection procedures outlined by GSCP. The parents / carers will be informed if this is done



unless there is a judgement that to do so would put the child, or anyone else, at risk of harm or would hamper any possible future police investigation. Records will be kept of the authority contact. Staff will follow the current step by step procedures as detailed by the GSCP (displayed in the playgroup cupboard and included in the paper copies of this document.). In an emergency situation the police would be notified. Ofsted must be informed of any 'allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) (EYFS 2021 section 3.8) and must be notified of the action taken in respect of the allegations within 14 days of the allegation being made.

- **Confidentiality and information sharing** - All records will be kept confidential, as detailed above. Written records will be shared with relevant authorities ensuring facts and not opinion are expressed. A record will be kept of any information shared and with whom, and the action taken and the outcome of any concerns. For further information see the confidentiality policy section 3.16.1
- **Support of the family** - Amberley Playgroup will take every step possible to build up trusting and supportive relationships between parents / carers, staff and volunteers. Although the safety and care of the child must always come first, we will do everything possible to support and work with the child's parents / carers. While any investigations proceed the child and parents / carers will continue to be welcomed at Amberley Playgroup unless advised otherwise by a statutory body.
- **Escalation of concerns** - If it is felt that the Designated Safeguarding lead or others have not acted in the best interest of the child in dealing with a safeguarding concern any member of staff has the duty to make a referral themselves in order to act on their concerns. If it is felt that the actions, inaction or decisions of another agency do not adequately safeguard a child then the 'Escalation of concern' policy outlined by GSCP will be implemented. A copy of the current flowchart will be included within the hard copies of this document

### **3.2 The prevent Duty**

From July 2015 all schools, registered early years child care providers and later years child care providers are subject to a duty under section 26 of the counter-terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the prevent duty. It states that schools and child care providers need to be able to identify children who may be vulnerable to radicalisation of many different forms and know what to do when identified.



Further information; 'The Prevent duty: For schools and childcare providers' Department for Education, 2015

Amberley playgroup will build children's resilience by promoting British values and enabling them to challenge extremist views. Staff will undergo training to help them understand when it is appropriate to make a referral to the Channel programme (a process for safeguarding those vulnerable to being drawn into terrorism).

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate they may be in need of help or protection. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The prevent duty does not require staff to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.

In the first instance, staff with concerns will discuss these with the designated safeguarding lead. A referral will be made to the police who have practitioners that complete an assessment. Social Care will also be contacted through the Children and Families help desk and the police on 101, following GSCP prevent pathway.

All procedures outlined by GSCP will be followed, and the most current are included within paper copies of this document.

### **3.2.1 Operation Encompass**

As part of Amberley Playgroup's commitment to keeping children safe we have signed up to implement the principles and aims of the Gloucestershire Encompass Model.

Operation Encompass is a project in which educational settings (schools and nurseries) in Gloucestershire participate, and which is run in partnership with Gloucestershire County Council, Gloucestershire Safeguarding Children's partnership and Gloucestershire Police. Many other Local Authorities both nationally and locally have successfully implemented Operation Encompass.

Its purpose is to support children and young people who are affected by domestic abuse. Witnessing or experiencing domestic abuse is really distressing for a child or young person, who often see the abuse, hear it from another room, see a parent's injuries or distress afterwards, or can be physically hurt by trying to stop the abuse.

As a result, following any domestic abuse incident being reported to the police, the



Police will make contact with one of the Education Researchers within the Gloucestershire MASH, who will then on behalf of the police communicate relevant, necessary and proportionate information to nominated school/setting staff. This will ensure that the school/setting is made aware at the earliest possible opportunity and can subsequently provide support to children in a way that means they feel safe and listened to.

In signing up to Gloucestershire Encompass the Playgroup committee and staff

- Endorse the Gloucestershire encompass model and support the key Adults in the setting to fulfil the requirements of the Gloucestershire Encompass protocol.
- Promote and implement Gloucestershire Encompass processes and use these in accordance with Amberley Playgroup's safeguarding children policies and procedures
- Recognise the sensitive nature of the information provided and ensure that this is retained in accordance with the principles of data protection

A flow chart outlining the Operation Encompass procedure will be placed in the paper copy of these policy documents along with a copy of the letter for parents that will be included in our enrolment pack to inform them of this initiative.

### **3.3 Amberley Playgroup Allegations Management Policy**

- Allegations of serious harm or abuse made against a member of staff or volunteer either at playgroup or elsewhere, must be made in confidence to the Designated safeguarding lead. It should also be put in writing within 48 hours to maintain their accuracy. Concerns may include:
  - A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child
  - Possibly committed a criminal offence against or related to a child
  - Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children
  - Inappropriate behaviour displayed by a member of staff or volunteer.

The allegation will be reported to the Local authority designated officer (LADO) at GSCP (Gloucestershire safeguarding children partnership) and the Complaints Investigations and Enforcement Team at OFSTED. The notification to Ofsted will be made within 14 days of the allegation being made and Ofsted will be notified of all actions taken in respect of the allegation. The allegations procedure required by GSCP will be followed at all time. Advice will be sought from the LADO prior to investigating any allegation. This is because the allegation may meet the criminal threshold and any investigation could interfere with subsequent police or social care action.



- The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.
- A full outline of the allegations management procedure is on display in the playgroup cupboard and included in the paper copy of this document held within playgroup
- If the allegation of abuse is made against the person who is the designated safeguarding lead, then the deputy safeguarding lead or the chair person must be informed and they must make immediate contact with the LADO. There is also a child protection representative on the playgroup committee as a further point of contact if required. All staff and committee EMG will have received information about the process for dealing with allegations.

### **3.3.1 Safer working practice**

All staff are given information in writing to read about safer working practice (Guidance for safer working practice for those working with Children and young people in education settings 2019) A copy of this document is kept at playgroup for reference.

Staff have also read part 1 of the document 'Keeping children Safe in Education' Department for Education 2020

## **3.4 Amberley Playgroup Camera, mobile phone and recording devices policy**

Amberley Playgroup operates a camera, mobile phone and recording devices policy to protect children, protect staff and volunteers from allegations and maintain high standards of care within the playgroup. All aspects of this policy will aim to comply with the General Data Protection Regulations (GDPR) effective since May 2018

- The use of personal cameras, mobile phones and recording devices is not allowed by Staff members, volunteers or students whilst on duty and when in contact with the children.
- All mobiles or other equipment should be kept in the playgroup cupboard during the session. Phones may be left switched on for emergency calls.
- If a staff member's phone rings during the session they must inform another member of staff that they need to answer the phone.
- Staff and volunteers should ensure that the playgroup number is given to family/schools etc as an emergency contact number rather than relying on their mobiles whilst at work or on duty. The Playgroup phone can also be used by staff, volunteers or students if they have to make any emergency calls.



- Staff members, volunteers and students may access their personal devices outside the session times and away from any children
- Children will only be photographed or recorded using equipment belonging to the playgroup and after written parental consent has been obtained. The only exception to this rule is for photographs and recordings of the playgroup end of term shows. Parents are able to take photographs and make their own recordings of the shows on the understanding this is for their own use only. The playgroup does not allow photos or recordings of the children taken on playgroup premises to be displayed on social networking sites, or other information sharing sites without written consent from Parents/Guardians. A statement outlining this will be made before any performance and written permission is obtained for the children to be recorded and photographed during the shows upon admission to Amberley Playgroup. Any breach of this arrangement will be investigated and dealt with appropriately.
- In exceptional circumstances a member of staff may use a personal mobile phone to take a photograph for observation and assessment purposes but this will be done with the knowledge of other staff and the image deleted once it has been transferred to the playgroup computer for printing.
- The Playgroup's cameras will be stored in a locked cupboard at the end of the session, and photographs regularly printed then deleted from the memory card. The photographs will only be uploaded on to the playgroup computer and deleted once printed. If any outside printing of photographs is required in exceptional circumstances this will be under the direct supervision of the Play leaders.
- Photos will only be used on the playgroup website or social media page with written permission and no child will be named. Permission will also be sought for photos to be used in any promotional material or newspapers
- Under no circumstances should cameras or other recording devices be taken into the toilet area
- We will be sensitive to any cultural issues of which we need to be aware when taking photographs of children from different ethnic groups.
- Any member of staff who does not comply with the 'camera, mobile phone and recording devices policy' will be dealt with in line with the playgroups grievance and disciplinary procedures
- Any parent, carer or volunteer who consciously does not comply with this policy or continues to do so once challenged will have their child removed from playgroup and further action may be taken if appropriate



### **3.5 Amberley Playgroup Personal Websites, Weblogs and Social Networking Sites Policy**

Amberley Playgroup recognises that many employees, parents and carers use the internet for personal purposes and may participate in social networking on websites, or the setting up of 'blogs' on the internet. Whilst employees, parents and carers are free to use the internet in this way they must ensure that they do not

- Breach the law or disclose Amberley playgroup's confidential information
- Defame the playgroup, it's users or employees
- Disclose personal data or information about any individual that may constitute a breach of the General Data Protection Regulations (GDPR) Amberley playgroup's Confidentiality policy

The internet is a fast-moving technology and it is impossible to cover all circumstances. However, the principles set out in this policy should always be followed.

#### **Social Networking Sites**

The open nature of these sites means it is possible for third parties to access information. It is not appropriate to share without permission work related information whether written or pictorial in this way. This information includes photographs, videos or comments. Adherence must be made to Amberley Playgroup's Confidentiality policy and our Camera, mobile phone and recording devices policy (3.4) and child protection policy (3.1) and our Data privacy notices and consent for collection and processing of personal Data.

Under no circumstances should comment be made about Playgroup staff, committee or parents on the internet. For staff this could result in disciplinary action being taken. If staff wish to raise concerns about the playgroup, they should follow the Whistle blowing policy (3.6) whilst parents should follow the correct complaints procedure as detailed within these policy documents.

The Playgroup has their own Facebook page which is used for marketing of playgroup and important updates or announcements. No personal information is used as part of this page. Photos are only used on the Facebook page if parents have given permission for this to happen



### **Websites and Blogs**

Amberley playgroup does not encourage employees to write about their work in any way. If individuals choose to do so they should follow the guidelines below

- No information must be disclosed that is confidential to the playgroup
- If individuals choose to write about their work or experience of playgroup without naming the group it may still be possible for people to work out the identity of those involved
- It is not acceptable to use a blog as a forum for criticism. Employees with complaints should use the playgroups whistle blowing policy or grievance procedure, and parents/carers should refer to the complaints procedure.
- Staff must have regard at all times to the requirements of GDPR compliance
- The use of photos and the content of the playgroup's own website are strictly monitored to ensure compliance with the GDPR regulations. Written permission is obtained for any photographs (children or staff) that are displayed on the website.

### **Disciplinary Action**

If necessary, action will be taken against any employee, parent or carer who is found to have breached this policy. Employees should also refer to the disciplinary policy.

### **3.51 Personal use of the internet**

Amberley playgroup does not allow personal use of the internet during session times.

For full ICT policy see Section 1.7



### **3.6 Amberley Playgroup Whistle blowing policy and guidance**

Amberley playgroup is committed to the highest possible standards of openness, honesty and accountability. In line with this commitment, we encourage employees, volunteers and any others with serious concerns about any aspect of the setting to raise those concerns in the appropriate way. This whistle blowing policy is intended to encourage and enable employees and volunteers to raise concerns within the setting without fear of reprisal rather than overlooking a problem or taking the matter to others outside the setting.

**If the concern or allegation is one of Child protection then the Amberley playgroup Allegation Management policy (3.3) must be followed.**

Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for the safety and wellbeing of all children attending the setting and this must take priority over loyalty towards colleagues.

The policy is intended to:

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support staff to take an active role in the elimination of poor practice
- Ensure concerns are appropriately investigated
- Protect those making the complaint from victimisation or retaliation

Amberley playgroup has additional policies and procedures covering discipline, grievance and complaints. This policy is intended to complement these and cover concerns that fall outside the scope of the other policies and procedures

**Confidentiality:** The management/committee will try to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint. If a person's identity is to be disclosed, they will be informed of this prior to the disclosure and the reasons for this. Having raised the concerns, the management /committee expect the complainant not to talk about it to other people, inside or outside the setting.

**Untrue allegations:** If an allegation is made in good faith but is not confirmed by the investigation, no action will be taken against the complainant. If, however, an allegation proves to be malicious, disciplinary action may be taken against the person responsible for the malicious act.



## **HOW TO RAISE A CONCERN**

In the first instance concerns should be raised with the Play leader. However, this may not always be appropriate in which case concerns should be raised with the chairperson or management committee

Concerns are best raised in writing. You are invited to set out the background and history of the concern giving names, dates and places where possible and the reasons for your concerns. The earlier you express your concerns the easier it is to take action. If you do not wish to put the allegations in writing the person to whom you are making the complaint will make a written record of the interview and will ask you to sign to confirm the accuracy of the notes taken.

Although you will not be expected to prove the truth about your allegations, you will be required to demonstrate that there are sufficient grounds for your concerns.

### **You should NOT:**

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated persons (Management/committee)

Within a week of the receipt of your concern you will receive a written acknowledgment of your concern, together with a copy of your statement where appropriate.

The management/committee will investigate your concern and within 2 weeks you will be informed of what action is taken and will be kept up to date on the progress of the investigation. If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to the Gloucestershire Early Years Team Tel 01452 427224 [eyservice@gloucestershire.gov.uk](mailto:eyservice@gloucestershire.gov.uk) or to Ofsted Tel 0300 123 1231 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Disciplinary Action may be taken if it is found that a member of staff has failed to raise a concern that if known about may have had a significant impact on the effectiveness of safeguarding at Amberley Playgroup.



## **3.7 Amberley Playgroup Recruitment Policy and Procedures**

Amberley Playgroup's Committee appoints an Employee Management group normally made up of the Chair, Secretary and Treasurer to manage the full employment process. The Employee Management group shall liaise with the rest of the Committee as appropriate.

Amberley Playgroup will appoint the best person for each job and will treat all applicants and all those appointed to jobs fairly. We will advertise widely to recruit from all sections of the community. The guidance of the Equality Act 2010 will be followed at all times.

Commitment to implementing Amberley Playgroup's Policies will form part of the job description for all workers.

Amberley Playgroup Equal Opportunities Policy will be used to cover recruitment and selection procedures, job description and training opportunities

### **3.7.1 Recruitment Process**

Create job description including the following information

- Job title
- Main responsibilities and key areas of work
- Name of Line Manager

Create Terms and Conditions of Employment,

- Employer's name
- Job title
- Start date
- Rate of pay
- Hours of work
- Holiday conditions
- Notice period

Create the Person specification, which should include:

- Skills, attitude, knowledge and experience
- Qualifications
- Personal Qualities
- Requirement for DBS and health checks

(Refer to the sample person specification from PATA)



Create the job advertisement, which should include

- Playgroup logo
- Job title and location
- Required experience and qualifications
- Salary
- Hours
- How to apply and to whom (e.g. No CV's only application form)
- Closing date for applications
- Safeguarding and DBS statement

Advertise the job widely enough to ensure that all likely candidates are able to apply:

- PATA website and newsletters
- Setting and other local notice boards including local shops
- Parish Magazine and other publications
- Job Centre Plus
- Local College notice boards
- Libraries
- Local papers

Short-list the candidates

Take up references prior to interview

Encourage visit to playgroup prior to interview

The interview panel is made up of the Employee Management Group and Play leader. At least one member of the interview panel will have undertaken the GSCP Safer recruitment training within the previous 5 years. This is usually the Playleader who will ensure all EMG members have the correct and current information regarding the safer recruitment process.

Decide on the questions before-hand and ask the same questions to each candidate in order to compare answers. The Committee and Staff, representing the parents, will agree with these questions for the essential and desirable qualities needed.

Choose a suitable, quiet venue where you will not be interrupted, allowing about half an hour for each interview plus a few minutes to discuss.

Any gaps in employment longer than 3 months or frequent job changes will have to be explained in full to meet with Child Protection policies.



All candidates should be advised of the decision in writing and the current staff should be informed of the outcome of the interviews. Unsuccessful candidates should be notified in writing.

It is necessary to ensure that all staff have sufficient understanding and use of English to ensure the well-being of children in their care. The Statutory Framework for the Early Years foundation Stage (2021) states that 'Settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene' (3.26). Assessment of the candidate's level of spoken English and understanding would need to form part of the recruitment process.

### **3.7.2 Safer Recruitment and suitability checks**

'Providers must tell staff that they are expected to declare any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (whether received before or during their employment at the setting ) Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for' (Statutory framework for the Early years foundation stage 2021 section 3.11)

Any successful candidate will undergo a vetting process to safeguard the children. All recruitment procedures will follow those outlined in the safer recruitment documentation and training approved by GSCP and in accordance with the statutory requirements of 'keeping Children Safe in Education 2020'

- All references will be checked prior to interview
- Candidates will be appointed with a three-month or term probation period
- They must provide proof of their right to work in this country.
- All staff will require an enhanced DBS Disclosure.
- They will complete the staff induction process at the start of employment and all mandatory courses as appropriate.

Any appointment will be subject to satisfactory references, DBS and Health Checks and period of probation.

All information regarding to DBS disclosure number and other identity/right to work checks and other vetting processes made prior to employment will be recorded on a single central record kept in a secure location on the playgroup premises. Information will include DBS reference number, date it was obtained and details of who obtained it. Committee volunteers that also have DBS checks will have disclosure numbers recorded once the original certificate has been seen.



### **3.7.3 Disqualification, disqualification by association and applying for a Waiver**

Amberley Playgroup will not employ anyone who is found to be disqualified to be working with children. **It is an offence, under section 75, Childcare Act 2006 to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children.**

If Amberley playgroup become aware of relevant information which may lead to disqualification of an employee, appropriate action will be taken to ensure the safety of children. See allegations policy (3.3) for more information and disciplinary procedures outlined in the contract of employment in the appendices.

Amberley Playgroup also has a responsibility under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. (EYFS 2021 3.13)

All staff and Committee members are required to complete an on-going suitability questionnaire at least once a year to check there have been no changes in personal circumstances that would affect their suitability to work with children. It also ensures those involved understand their responsibility for disclosing any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children. A copy of the current 'ongoing suitability' form can be found in the appendices at the end of the paper copies of this document.

A Childminder, childminder assistant or childcare practitioner working on domestic premises may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed (Statutory framework for the EYFS 2021 section 3.15).

Ofsted will be notified within 14 days and the following information supplied when relevant in accordance with the statutory requirements for the Early years foundation stage 2021 section 3.17

- Details of any order, determination, conviction or other ground for disqualification from registration under regulations made under section 75 of the childcare Act 2006
- The date of the order, determination or conviction or the date when the other ground for disqualification arose
- The body or court which made the order, determination or conviction and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)



Ofsted must also be informed within 14 days of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided (Statutory framework for the EYFS 2021 section 3.16) If a member of staff is disqualified from working with children (through an offence committed by them or because someone they live with is disqualified) then, in some circumstances they are able to apply for a waiver from Ofsted to allow them to continue working with children. Application to have a disqualification waived must be made by the disqualified person and not the employer. If a waiver is granted the person applying will receive a letter from Ofsted outlining any limitations attached to the waiver and Amberley playgroup will ask to see this letter before considering a decision as to whether they wish to employ/continue to employ this person.

In some cases, the law does not allow Ofsted to consider granting consent to waive the disqualification.

#### **3.7.4 Safer working practice**

All staff are given information in writing to read about safer working practice (Guidance for safer working practice for those working with Children and young people in education settings 2019) A copy of this document is kept at playgroup for reference.

#### **3.7.5 Staff taking medication/other substances**

- When working with children, no adult will be under the influence of alcohol or any other substance which may affect this ability to care for children.
- Staff or volunteers taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. Staff medication on the premises must be securely stored and out of reach of children at all times
- (EYFS 2021 3.19)



### **3.8 Staff Qualifications, training support and skills**

'The daily experience of children in Early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities' (EYFS 2021 section 3.21)

The Playgroup will employ a Play Leader (Manager) and Deputy with at least the minimum qualifications for leading each session. These qualifications will be at least an approved level 3 qualification as defined by the DfE on the Early Years Qualification List (GOV.UK). The play leader (manager) should have at least 2 years' experience of working in an Early years setting or have at least 2 years other relevant experience. At least half of all other staff must hold at least a full and relevant level 2 qualification.

At least one member of staff (minimum) per session who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present. (EYFS 2021 3.25). At Amberley playgroup our policy is to have all staff holding relevant first aid training, renewed every 3 years. New staff will complete training courses as soon as possible. All staff will have current child protection training, and for new staff this will be completed as soon as possible. Explanation of the Child protection processes will form part of induction training for new staff and regular volunteers.

Staff will regularly attend appropriate in-service training, Local Authority best practice meetings, and other staff development courses

On occasion, students, or other appropriate people seeking experience, may do their placements at Playgroup. They will be supervised at all times, and never allowed to have un-supervised contact with the children unless they have a current DBS from the Playgroup

#### **3.8.1 Staff Responsibilities**

All staff shall work as a team to provide:

- A warm and welcoming environment for both children and parents.
- Keep the welfare, safety and wellbeing of the children paramount.
- Adhere to all Amberley Playgroup's policies and procedures
- Act as a child's key person and undertake appropriate observation, assessment and planning for the individual children.
- Make adequate preparation for each session.
- Keep required records of children, maintaining confidentiality.
- Maintain good communications with parents and committee.
- Notify committee of repairs and maintenance required.
- Evaluate regularly the curriculum content and equipment needs.
- Continue to update training and knowledge in Early Years.
- Maintain good communications with local schools and other professionals



- The Play Leader (Manager) is in charge of each session and has ultimate responsibility for the planning and running of the Playgroup.
- Each session will have a member of staff with the correct level of qualification to take responsibility for individual sessions if the Playgroup leader is not present.

Job descriptions and contracts of employment are available in the Appendices or available to view on request

### **3.8.2 Staff Returning from Long-term Illness**

If appropriate, the member of staff may be asked to complete a Health Declaration to ensure that medication is not affecting their ability to care for children and they are fit enough to return to the role for which they are employed. An interview will be conducted with members of the EMG to discuss requirements and a possible phased return to work.

### **3.8.3 Staff development, appraisals and supervision**

Regular appraisals will be carried out to identify any training needs and assist with a programme of continuing professional development. Objectives will be set and any training needs identified. Outcomes identified from appraisal will also be used to inform the playgroup self-evaluation process. Appraisals will be undertaken yearly by the EMG of the committee and the play leader/manager.

### **3.8.4 Supervision policy**

In accordance with the statutory framework for the Early Years foundation stage 2021 staff supervision is a requirement for providers. (Section 3.22 3.23). Regular supervision sessions must be held with staff to provide support, coaching and training for the practitioner and promotes the interests of children. It should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues (Statutory Framework for the EYFS 2021 section 3.22) There will be opportunity for discussion of any issues particularly concerning child development or wellbeing, including child protection concerns, helping find solutions to any issues as they arise and coaching to improve personal effectiveness. Observation of staff may form part of this process.



## The purpose of Supervision meetings

The aim of supervision is to allow staff and the supervisor 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 practices and competencies
- Plan future action
- Ensure every child's safety and well being
- Focus on individual children and their development and progress
- Monitor standards

The meeting should be an opportunity to discuss the points listed above. Supervision meetings do not replace annual staff appraisals or their 6 monthly reviews.

## Recording a supervision meeting

All supervision meetings should be recorded properly and promptly. Both parties should be given the opportunity to see and sign the form. The completed form should be filed in the Staff member's personal file and treated as confidential.

## Staff supervision at Amberley playgroup

At Amberley playgroup the supervision meeting will take place between staff and the Play leader(s) regularly. There will also be opportunity for more informal group supervision to take place at the monthly staff meetings. The 1-1 supervision will be booked in advance to enable preparation by both parties. The meetings are a two-way discussion between staff and manager and each person must take an equal responsibility for ensuring effective communication and co-operation.



### **3.8.5 Staff file information**

#### **PERSONAL INFORMATION**

Name			
Address			
Postcode			
Telephone		Mobile	
Date of Birth			
Next of Kin - Name, address and contact number			
Doctor's Name, address and telephone number			
Any relevant medical conditions (incl. allergies)			
ID seen - record details			
Employment Start Date			
Relevant Professional Qualifications	Qualifications	Date Attained	
References taken up?	Yes / No		
DBS Clearance?	Yes / No		
Date of DBS Clearance application			
Clearance Reference Number			



Original Seen?	Yes / No
----------------	----------



### **3.8.6 Induction Checklist**

Name: \_\_\_\_\_

I confirm that I have been shown, have had explained and that I understand the following:

a) The policies and procedures, in particular:

- |   |                          |             |
|---|--------------------------|-------------|
| - Fire and Evacuation procedures                              | <input type="checkbox"/> | Date: _____ |
| - Health and Safety policy and<br>Named person                | <input type="checkbox"/> | Date: _____ |
| - Behaviour management policy                                 | <input type="checkbox"/> | Date: _____ |
| - Accident Procedure  | <input type="checkbox"/> | Date: _____ |
| - Access to children's records                                | <input type="checkbox"/> | Date: _____ |
| - Statement of employment                                     | <input type="checkbox"/> | Date: _____ |
| - First Aid training  | <input type="checkbox"/> | Date: _____ |
| - Child Protection Policy and<br>Designated safeguarding lead | <input type="checkbox"/> | Date: _____ |
| - Equality policy   | <input type="checkbox"/> | Date: _____ |

b) The layout of the building, in particular

- |   |                          |             |
|---|--------------------------|-------------|
| - Position of first aid equipment                   | <input type="checkbox"/> | Date: _____ |
| - Position and operation of fire fighting equipment | <input type="checkbox"/> | Date: _____ |
| - Daily risk assessment procedure                   | <input type="checkbox"/> | Date: _____ |
| - Toilet facilities                                 | <input type="checkbox"/> | Date: _____ |
| - Car parking arrangements                          | <input type="checkbox"/> | Date: _____ |

Please tick and date when each of the above has been covered and sign below:

Sign: \_\_\_\_\_



### 3.8.7 Staff training Checklist

Name: \_\_\_\_\_

Course / Qualification	Date attended	Attained - Yes / No	Date of renewal (if applicable)	Any other relevant information
Child Protection (Update every 2 years)				
First Aid (update every 3 years)				
Food Hygiene (preferred not essential)				
Other relevant qualifications or training				



### **3.8.8 Key Person**

Each child will be allocated a key person on starting playgroup. 'Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with the parents' (EYFS 2021 3.27). At Amberley playgroup the key person is also responsible for keeping records of a child's development and progress and sharing this information with parents, other settings and other professionals where appropriate. The key person will also conduct informal 'progress reviews' with parents every 2 terms as well as being available to share information with parents or carers on a daily basis. They will also be responsible for conducting a 2-3-year progress assessment on the children in their group.

### **3.8.9 Staff: child ratios**

The Statutory Framework for the Early Years Foundation Stage 2021 states that 'Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. (EYFS 2021 3.29)

- At least one member of staff per session will hold an approved Level 3 qualification or equivalents (or higher) and half of all other staff must hold an approved level 2 qualification
- The staff/Child ratio will be maintained (or exceed) the level outlined by the statutory requirements for the Early years foundation stage (2021) i.e., 1:4 for 2-3year olds, 1:8 for 3-5-year-olds.
- All staff will have an enhanced DBS clearance
- Only those aged over 17 may be included in ratios and staff under 17 should be supervised at all times

### **3.8.10 Duty Parents**

Duty parents will be used (1 or 2 depending upon the numbers of children attending that term), in particular to prepare the snack and help set up and clear up freeing up the Playgroup staff to focus on child-related activities. An information sheet is available to duty parents as a reminder of their roles and responsibilities.

No duty parent without a DBS will be allowed to have unsupervised access to the children or take them to the toilet.

Food hygiene information will be given.



### **3.8.11 Staff Shortages**

Should there be a staff shortage on a particular morning the play leader would first contact other members of staff who may be able to work at short notice. In addition, the key officers of the committee are DBS checked and can stand in temporarily if necessary. If for any reason the session was not able to run with the appropriate staff ratios, or with the correctly qualified staff it would be necessary to cancel the session.



## **3.9 Health**

**"The provider must promote the good health, including the oral health, of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection and take appropriate action if children are ill." (Statutory Framework for the Early Years foundation stage 2021 section 3.45)**

### **3.9.1 Procedures for managing children who are sick or infectious, or with Allergies including reporting notifiable diseases**

- If children appear unwell during the day - have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach -a member of staff, preferably the play leader or the child's key person calls the parents and asks them to collect the child, or send a known carer to collect the child on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing and sponging their heads with cool water, but kept away from draughts.
- The child's temperature is taken using a digital thermometer, kept in the first aid box.
- 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 them to playgroup. Amberley Playgroup 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 may ask to keep them at home a set period of time as stated in the document 'Guidance on Infection Control in Schools and other childcare facilities' Public health England, 2017
- After diarrhoea or sickness, parents are asked to keep children home for 48 hours after the last episode.
- The playgroup has a list of excludable diseases and current exclusion times.

#### **Reporting of 'notifiable diseases'**

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.



### **3.9.2 Cleaning of blood and body fluid spillages**

- Viruses such as Hepatitis A, B and C, and HIV are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single-use vinyl or latex free gloves and disposable 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 bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant and detergent solution and disposable paper towels; any paper towels used are double bagged before disposal.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using an appropriate disinfectant, and paper towels disposed of appropriately

### **3.9.3 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 the family if they are found to have head lice.

### **3.9.4 Procedures for children with allergies**

- When parents start their children at playgroup they are asked if their child suffers from any known allergies. This is recorded on the Registration Form.
- If a child has an allergy, care plan is completed to detail the following:
  - The allergen (i.e., the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, etc).
  - The nature of the allergic reactions e.g., anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
  - What to do in case of allergic reactions, any medication used and how it is to be used (e.g., EpiPen).
  - Control measures - such as how the child can be prevented from contact with the allergen.
  - Review.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents or medical staff train playgroup staff in how to administer special medication in the event of an allergic reaction.
- No nuts or nut products are intentionally used within the setting.
- Parents are made aware if there is a child with an allergy in the setting so that no nut or nut products are accidentally brought in.



### **3.9.5 Insurance requirements for children with allergies and disabilities**

- The insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from your insurance provider must be obtained to extend the insurance.

**At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage 2021**

### **3.9.6 Oral medication**

Asthma inhalers are now regarded as 'oral medication' by insurers and so documents do not need to be forwarded to your insurance provider.

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- The setting must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The setting must have the parents or guardian's prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.

### **3.9.7 Lifesaving medication, Emergency treatment and invasive treatments**

Adrenaline injections (EpiPens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

- The setting must have:
  - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
  - written consent from the parent or guardian allowing staff to administer medication; and
  - Proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.

Key person for special needs children - children requiring assistance with tubes to help



them with everyday living e.g., breathing apparatus, to take nourishment, colostomy bags

- Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- The key person must have the relevant medical training/experience, which may include those who have received appropriate instructions from trained personnel, or who have suitable medical qualifications.

If the child's condition deteriorates rapidly before parents or carers attend or if staff fail to make contact with any of the emergency contact numbers listed on the child's entry record form, then appropriate medical advice will be sought. If necessary, the child may be taken by a member of staff to receive medical treatment. Written permission for this is obtained from parents on the child's admission to playgroup and staff have their driving licenses and insurance checked annually.

In the case of a serious accident, the parent / carer will be contacted immediately and help sought from the local surgery or A&E as appropriate. Details of what happened including who was there, time and location of the accident, what happened and what action was taken will be recorded as soon as possible and appropriate. The Play leader is responsible for accompanying the child home or to the hospital along with the parents/carers and the Deputy will take on responsibility for Playgroup session. Ofsted will be notified as soon as reasonably practicable but within 14 days of the incident.

### **3.9.8 Procedure for administering medicines (prescription and non-prescription)**

Medicines will be administered only by staff and only under written permission of the parent. 'Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.' (EYFS 2021 3.46) The exact details of the medicine and procedure must be written on an 'Administering Medicine' form and staff shown how to administer it. Staff are not obliged to administer medicines if they do not feel comfortable with the procedures required. The medicine must be stored in the original container, clearly labelled with name and dosage. A written record of administration will be kept and must be signed by the member staff who administers the medicine and counter signed by the parent or carer at the end of the session. Medicines should only be brought to Playgroup if it would be detrimental to a child's health if they were not administered during a session. Parents must give consent and fill out an 'Administering medicines form'. It is the parent's responsibility to complete Care Plans for specific medical problems and to provide full information relating to medical problems.

When administering medicine staff should check the child's name, Date of birth, dose and time, expiry date, written instructions provided by the label and any side effects.

If the administering of medicines requires technical or medical knowledge training will be provided for staff by a suitably qualified medical practitioner and be specific to the child concerned.

Health care plans are to be taken on a visit should they be needed in an emergency.



### 3.9.9 Copy of Administering Medicine Form

#### Administering medication

Child's Name .....

D.O.B .....

Date .....

Medical condition .....

.....

Name of Medicine .....

Expiry Date .....

Dosage & method .....

Time to be given .....

Given by .....

Any side effects .....

.....

Prescription medicines must not be administered unless they have been prescribed for your child by a doctor, dentist, nurse or pharmacist.

I/We accept that this is a service playgroup is not obliged to provide  
I/We understand that we must notify you of any changes in writing

Parent signature:      Date: .....



### **3.9.10 Safe Storage of Medicines**

Medicines will only be accepted which have been prescribed by a doctor, nurse, dentist or pharmacist prescriber. Medicines containing aspirin should only be given if prescribed by a doctor. Medicines will be stored safely and securely in a named, labelled bag in the playgroup cupboard or in the fridge if this is recommended.

### **3.9.11 Sun protection**

During sunny weather parents are requested that children wear sunscreen to playgroup as well as providing a sunhat. Newsletters for terms 5 and 6 contain reminders about sun safety. When undertaking outside play in sunny weather children are encouraged to play in shady areas. It is the policy of Amberley playgroup not to apply sunscreen to the children unless this is specifically requested by a parent for medical reasons and written permission obtained.

### **3.9.12 Hygiene and prevention of cross infection**

The staff encourage and promote hand washing on arrival at playgroup, after the toilet and before the snack. There are visual signs in the toilets reminding of hand washing. Staff supervise toilets prior to snack time to ensure hand washing is carried out appropriately particularly at this time, and verbal reminders are given frequently. Individual paper hand towels are provided and used once to prevent contamination. Children are reminded to put used tissues in the bin. Teaching about good personal hygiene is covered throughout the session.

Disposable Gloves are worn when dealing with accidents and all bodily fluids disposed of in the clinical waste bin.

Any Advice issued by public health England and the Department for Health will be adhered to and disseminated to parents if required to avoid the spread of infectious diseases

### **Coronavirus specific guidance and procedures (Sept 2021)**

Due to the on-going and rapidly changing nature of the Coronavirus pandemic any amendments in policy or procedures specifically relating to the management of coronavirus will be recorded in a separate file that is updated regularly. Amberley Playgroup will follow all the relevant advice, guidance and statutory requirements to ensure the safe operation of the setting at this time



### **3.9.13 Copy of Care Plan Forms for Specific Medical Conditions**

#### **CARE PLANS - TO BE COMPLETED FOR SPECIFIC MEDICAL CONDITIONS**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

\_\_\_\_\_

Medical Condition:

\_\_\_\_\_

Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

#### **Family contact information**

Name: \_\_\_\_\_

**Emergency contact number:** -----

Name: \_\_\_\_\_

**Emergency contact number:** -----

G.P

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe medical needs and give details of child's symptoms.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily care requirements (e.g., at snack time/before physical play)

\_\_\_\_\_  
\_\_\_\_\_

Describe what constitutes an emergency for the child, and the action to take if this occurs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent signature \_\_\_\_\_



## **3.10 Food and drink**

### **3.10.1 Fresh Drinking Water**

A jug of water is available for children to have fresh drinking water at all times and this is accessible to the children.

### **3.10.2 Snack time**

At snack-time, the children will sit in small groups at tables with their key person. The mid-morning snack is intended as healthy and nourishing refreshment and will be, for example, some fruit or vegetables, dips, rice-cakes or another healthy source of carbohydrate. A choice of water or milk is offered and all children are encouraged try new tastes. Varied and healthy snacks are encouraged and the benefits of a healthy lifestyle are discussed. The parents are encouraged to bring in fruit and vegetables that are then shared with the other children. We do permit parents to bring in cakes to be shared for a child's birthday. We take care not to provide food containing nuts or nut products and will be especially vigilant if we have a child attending who has a known allergy to nuts

If we have children attending the setting from a different cultural background, we would seek to include food from their culture, providing children with familiar foods and introducing them to new ones. Any religious or cultural rules regarding diet will be adhered to, using information from parents and outside sources if required

Specific dietary requirements or allergies are recorded in the register and on the name cards used at snack time. A notice is also put on the 'snack box' that is used by the duty parents as a further reminder

Guidelines are provided for snack preparation in the snack box, kitchen door and on the notice board. Duty parents have information on hygienic food preparation in the snack box and posters are displayed in the kitchen. Staff have attended Food Hygiene and Healthy Eating courses.

Parents are informed via a notice board on display of the snack options for the week.



### **3.10.3 Allergies and dietary needs**

Any allergies or special dietary needs should be recorded and discussed prior to admission. All staff will be aware and details will be kept on file. It is the responsibility of parents or carers to keep playgroup staff updated with any changes to the health of their child regarding allergies or dietary needs. Any changes will be updated on the child's entry record form and the register

If necessary other parents will be informed of a child's allergy in consultation with the child's family, and written information given out explaining what items should not be bought in to playgroup. A home/playgroup agreement may be established outlining the responsibility of each party to share information about potential sources of the known allergen and the steps that will be taken to minimise exposure.

Parent's individual preferences regarding dietary requests will be accommodated where appropriate and in the best interest of the child.

### **3.10.4 Packed Lunch**

Children who stay for lunch are asked to bring in a packed lunch which will be stored in ambient conditions, with any perishable contents being refrigerated or containing an ice pack. We request that they are healthy, nutritious and balanced and request:

- no peanuts
- no fizzy drinks
- no sweets

We are able to provide children with fresh drinking water, plates and cutlery if required although we encourage parents to provide these to promote independence.

Should we have children on our register with any food allergies, we will implement an appropriate policy (e.g., stipulating that lunch boxes cannot contain that item) and being vigilant to this. Parents of all children will be informed in writing of the need to avoid potential sources of the known allergen.

Children will sit at low, cleaned tables with their own lunches and will be encouraged to eat independently although help is always available from staff.



### **3.10.5 Food Hygiene and Notification to Ofsted**

All staff involved in the preparation and handling of food have received external training or in-house regarding food hygiene. Parent volunteers are given written information regarding food preparation and there is information on display in the kitchen. Food is stored at the correct temperature and checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

Amberley Playgroup is registered as a food business with Stroud District Council and complies with their regulation requirements.

Packed lunches are refrigerated, if necessary, upon request of parents

The premises Kitchen is examined by the local Environmental health department and their advice adhered to. There are separate facilities for hand washing and washing up and all surfaces are clean and non-porous. All utensils, crockery and other cooking equipment are cleaned and stored appropriately.

Children do not have unsupervised access to the kitchen and when taking part in cooking activities they are

- Supervised at all times
- Understand the importance of hand washing and simple hygiene rules
- Kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment such as blenders

### **Reporting of food poisoning**

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident. (EYFS 2021 3.50)



## 3.11 Accident or injury

### 3.11.1 Policy for Recording and reporting of accidents and incidents (including procedure for reporting incidents to the HSE under RIDDOR requirements)

**'Providers must keep a written record of accidents and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day or as soon as reasonably practicable, of any first aid treatment given'**  
**The statutory Framework for the Early years foundation stage 2021 Section 3.51**

Amberley playgroup has a fully stocked first aid kit with appropriate contents for use with children that conforms to the British Standard BS-8599-1. It is kept accessible at all times and the location is known to all members of staff. The contents of the kit and expiry dates are checked monthly and replacement items purchased.

All members of staff have completed a recognised and full level 3 paediatric first aid course and new members of staff would be required to complete this as soon as possible following induction.

The staff first aid training is renewed every 3 years.

Amberley playgroup maintains a written record of accidents or injuries alongside any treatment given. This includes a separate head injury advice leaflet. The accident book is accessible to all staff, kept in a safe and secure place and a copy of the entry is given to parents/carers which they are required to sign as confirmation. If possible, this is done on the same day.

Amberley Playgroup follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separated procedures for this.

Ofsted is notified as soon as possible but at least within 14 days, of any instances which involve

- Food poisoning affecting two or more children looked after on our premises
- A serious accident or injury to, or serious illness of a child in our care and the action we take in response
- The death of a child in our care

Local safeguarding Partners are informed of any serious accident for injury to a child, or the death of any child while in our care and we act on any advice given by those agencies.



Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

Amberley Playgroup meet their legal requirements in respect of the safety of their employees and the public by complying with RIDDOR. We report to the Health and Safety Executive

- Any work-related accident leading to the injury to a child or adult, for which they are taken to hospital
- Any work-related injury to a member of staff which results in them being unable to work for seven consecutive days
- When a member of staff suffers from a reportable work-related disease or illness
- Any death of a child or adult that occurs in connection with activities relating to our work
- Any dangerous occurrences. This may be an event that causes injuries or fatalities or an event that does not cause an accident but could have done; such as a gas leak.

Any dangerous occurrence is recorded in our incident book

### **3.11.2 Amberley Playgroup incident record**

We ensure that we have ready access to telephone numbers for emergency services including the local police. We have contact numbers for those responsible for the upkeep and maintenance of the Parish rooms and promptly report any matters of concern to them

We keep an incident book for recording major incidents, including those reportable to the HSE. These include

- Break in, burglary or theft of personal or the setting's property
- An intruder gaining unauthorised access to the premises
- A fire, flood, gas leak or electrical failure
- Any attack on member of staff or parent on the premises or nearby
- Any racist incident involving staff or family on the setting's premises
- A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
- The death of a child or an adult
- A terrorist attack or threat of one
- Accidents which result in the incapacitation of a worker for more than 7 days



In the incident book the following information is recorded

- Date and time of the incident
- Nature of the event and who was affected
- What was done about it or if it was reported to the police and a crime number
- Any follow up or insurance claim

In the unlikely event of a terrorist attack, we will follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our fire safety and Emergency Evacuation policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises the emergency services are called and the advice of these services followed.

The incident book is not for recording issues of concern involving a child. This is recorded on a confidential 'cause for concern' record sheet and stored securely in a locked filing cabinet

Legal framework and further guidance

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

RIDDOR Guidance and Reporting form; [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)







## **3.12 Amberley playgroup Behaviour Management Policy**

**Lead practitioner: Karan Hoskins (in consultation with Clare Atherton)**

### **3.12.1 Achieving positive behaviour**

- Amberley Playgroup 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 and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within our programme for promoting personal, social and emotional development.

#### **Procedures**

- We require the lead person to:
- 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;
- access relevant sources of expertise on promoting positive behaviour within our programme for supporting personal, social and emotional development; and
- Ensure that all staff have relevant in-service training on promoting positive behaviour.
- 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 Achieving Positive Behaviour 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. We work with parents to address recurring inconsiderate behaviour, using our observation records to help us to understand the cause and to decide jointly how to respond appropriately.



### **3.12.2 Strategies with children who engage in inconsiderate behaviour**

- We require all staff, volunteers and students to use positive strategies for handling any inconsiderate behaviour, by helping children to find solutions in ways which are appropriate for the children's ages and stages 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 a more appropriate response.
- We ensure that there are enough popular toys and 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 inconsiderate behaviour.
- When children behave in inconsiderate ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately.
- We never use physical or corporal punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques intended to single out and 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 leader and are recorded in the child's personal file.
- The child's parent(s) is/are 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 attitudes, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's inconsiderate behaviour.



### **3.12.3 Children under three years**

- When children under three years old behave in inconsiderate ways we recognise that the strategies for supporting them will need to be developmentally appropriate and differ from those for older children.
- We recognise that babies and very young children are unable to regulate their own emotions, such as fear, anger or distress, and require sensitive adults to help them do this.
- Common inconsiderate or hurtful behaviours of young children include tantrums, biting or fighting. Staff are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.
- If tantrums, biting or fighting are frequent, we try to find out the underlying cause - such as a change or upheaval at home, or a frequent change of carers. Sometimes a child has not settled in well and the behaviour may be the result of 'separation anxiety'.
- We focus on ensuring a child's attachment figure in the setting, their key person, is building a strong relationship to provide security to the child.

### **3.12.4 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 as above.
- 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 problematic or aggressive.
- We will develop strategies to contain play that are 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, e.g., blowing up and shooting, 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 the play, perhaps to suggest alternative strategies for heroes and heroines, making the most of 'teachable moments' to encourage empathy and explore alternative scenarios and strategies for conflict resolution.



### **3.12.5 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 understand that self-management of intense emotions, especially of anger, happens when the brain has developed neurological systems to manage the physiological processes that take place when triggers activate responses of anger or fear.
- Therefore, we help this process by offering support, calming the child who is angry, as well as the one who has been hurt by the behaviour. By helping the child to return to a normal state, we are helping the brain to develop the physiological response system that will help the child be able to manage his or her own feelings.
- We do not engage in punitive responses to a young child's rage as that will have the opposite effect.
- Our way of responding to pre-verbal children is to calm them through holding and cuddling. Verbal children will also respond to cuddling to calm them down, but 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. "David took your car, didn't he, and you were enjoying playing with it. You didn't like it when he took it, did you? Did it make you feel angry? Is that why you hit him?" Older children will be able to verbalise their feelings better, talking through themselves the feelings that motivated the behaviour.
- We help young children learn to empathise with others, understanding that they have feelings too and that their actions impact on others' feelings. "When you hit David, it hurt him and he didn't like that and it made him cry."
- We help young children develop pro-social behaviour, such as resolving conflict over who has the toy. "I can see you are feeling better now and David isn't crying any more. Let's see if we can be friends and find another car, so you can both play with one."
- 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 and through activities, drama 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 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 very young children to engage in excessive hurtful behaviour are that:
  - they do not feel securely attached to someone who can interpret and meet their needs - this may be in the home and it may also be in the setting;
  - 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;
  - the child may have insufficient language, or mastery of English, to express him or herself and may feel frustrated;
  - the child is exposed to levels of aggressive behaviour at home and may be at risk emotionally, or may be experiencing child abuse;
  - the child has a developmental condition that affects how they behave.
- Where this does not work, we use the Special Educational Needs Code of Practice to support the child and family, making the appropriate referrals to specialist services where necessary.

### **3.12.6 Further assessment and intervention**

- If serious behavioural problems persist, further discussion with the parents will be held and recorded. Detailed observations of the child will be undertaken to gain further understanding of the precise nature of the problems being experienced and potential triggers. Advice and support will be sought from the Early Years Team or other outside agencies if considered necessary, and an agreed plan implemented in partnership with parents

If required behaviour plans will be drawn up by the SENCO and/or Designated practitioner for behaviour management after discussion with other members of staff and the parents of the child, taking advice from other agencies as required or referral for assessment.



### **3.12.7 The Use of Physical intervention**

- **Physical intervention is defined as 'when practitioners use reasonable force to prevent children from injuring themselves or others or damaging property' (Statutory Framework for the Early years foundation stage 2021 section 3.54)**
- Where physical intervention is used to manage a child's behaviour it will be recorded and parents informed.
- Parents will be kept informed of children's behaviour, acceptable and unacceptable.
- Where verbal sanctions are not working the child will be encouraged to move to another area/ activity. If this fails the child will be accompanied to a quiet area of the same room and will be talked to about their behaviour and encouraged to take appropriate action to modify their actions or resolve conflict.
- Staff are responsible for keeping a physical intervention record, noting where a child has to be physically removed from a situation, where there is a danger to that child or others. This record is shared with parents on the same day and is signed and dated by staff and parents
- Individual behaviour plans will be drawn up by the SENCO and/or lead practitioner for behaviour management after discussion with other members of staff and the parents of the child if this is felt to be appropriate.
- Under no circumstances will any member of staff or volunteers threaten corporal punishment and they must not use or threaten any punishment which could adversely affect a child's well-being



### **3.12.8 Standards of Behaviour**

For the well-being of all children, certain standards of behaviour must be maintained and children are taught which actions are unacceptable. Expectations are appropriate for the age of the child and their developmental level is considered, with adaptations made as necessary. Some examples are:

#### **Behaviour we work towards**

- Being kind to others
- Helping others
- Saying 'please' and 'thank you'
- Learning boundaries
- Taking turns and sharing
- Table manners
- Maintaining attention in groups when needed, appropriate to age
- Listening to others

#### **Unacceptable behaviour at Playgroup**

- Fighting
- Kicking
- Hitting
- Throwing
- Being destructive to others' work or games
- Rudeness
- Mistreating equipment, books, toys etc.
- Bullying
- Biting

The Play leader has the responsibility to manage behaviour in the group, consulting with staff and committee, and the designated practitioner with responsibility for child behaviour management.



### **3.12.9 Amberley Playgroup Adults' Behaviour policy**

Children are affected by the behaviour of the adults around them and therefore all adults that attend Amberley Playgroup are expected to display good behaviour as set out in this policy at all times. Key principles for all adults in the setting:

- Understand and follow all policies and procedures
- Be professional
- Listen
- Empathise
- Communicate
- Trust each other
- Take responsibility
- Be sensitive
- Have patience
- Have respect
- Develop interpersonal skills
- Be self-aware
- Remember you are part of a team

**Amberley Playgroup will not accept in the building or any of the grounds, any:**

- Form of aggression or threatening behaviour
- Violence aimed at any child (including siblings), including punishing any child by slapping, smacking or shaking them
- Verbal abuse including criticism, shouting, crudity, gossip or discrimination
- Drunkenness or any behaviour affected by alcohol or drugs
- Smoking or Vaping
- All forms of discrimination as outlined in the equal opportunities policy and the Equality Act 2010
- The use of foul language.



### **3.12.10 Anti-Bullying Policy**

Amberley Playgroup aims to prevent any form of bullying through creating a positive atmosphere where children care for each other.

This achieved by:

- A strong emphasis on personal, social and emotional development.
- Maintaining a high adult to child ratio.
- Encouraging and supporting the children to talk about how they feel when resolving confrontations.

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. However, 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 to another. Bullying is extremely unlikely to occur in children under five years old.

In the unlikely event that bullying did occur:

- 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 her/his 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 practise 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; and



- We 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.

If a serious problem persists, the parents will be invited to attend further discussions to be held with the SENCO and Play Leader. Help and advice may be sought from the Early Years team at Gloucestershire County council

Discrimination on any grounds covered by the Equality Act 2010 is unacceptable. Further details can be found in the Equal opportunities section of this policy document Section 3.16



### **3.13 Safety and Suitability of premises, environment and equipment**

**'Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the ages of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).'**  
**Statutory Framework for the Early Years Foundation Stage 2021 Section 3.54**

#### **3.13.1 Amberley Playgroup Health and Safety Policies**

**Designated practitioner: Cathy Brown**

Amberley Playgroup takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

At Amberley Playgroup the health, safety and well-being of all children and adults attending the group are paramount. We undertake to ensure this by:

- Providing trained staff. All staff have up to date paediatric first aid training, or will attend this as soon as possible upon recruitment.
- Providing a First Aid Box at all times which meet current standards and is out of reach of the children. This box is checked monthly for stock and expiry dates.
- Carrying out daily risk assessments (see section 3.14.2) and termly indoor/outdoor and fire risk assessments
- Gas, electrical and other appliances and fittings conform to safety requirements and do not pose a hazard to children. Portable electrical Appliances are inspected regularly or as required by a qualified electrician.
- The front door is locked when the session starts, and all other doors are secure and alarmed
- A nominated member of staff supervises the doors at the beginning and end of each session to ensure that children do not leave the setting without the correct adult.
- All visitors have to sign in and out, and their identity is checked.
- Children are supervised at all times, and the required adult: child ratios maintained at all times.



- Emergency Evacuation procedures are practiced at least once a term. The details of these practices are recorded. The Emergency evacuation procedure is recorded in section 3.14.6. Visual reminders of the Emergency Evacuation procedures are regularly discussed with the children.
- Cleaning / toxic materials will be kept in a child-proofed cupboard.
- Staff will refer to Public health England's document 'Guidance on infection control in Schools and other childcare settings' 2017 if any child or adult suffering from infectious disease comes to Playgroup.
- If serious accident/ illness occurs during the session, the Play Leader or Deputy Play Leader will telephone for an ambulance and contact the parents. The Play leader will accompany the child, unless the parents/carers arrive beforehand. For further details see section 3.8
- We will notify Ofsted and GSCP of any serious accident, injury to, serious illness of, or the death of any child whilst in our care and act on any advice given. For further details see section 3.8.
- Children will be encouraged to wash their hands on entry to playgroup, after visiting the toilet, handling animals, before handling food stuffs and before snack time.
- The snack food will be prepared and stored hygienically See section 3.10
- The children will be accompanied by a member of staff to the toilet until they are confident to do so alone. A member of staff will help whenever necessary.
- Kitchen door will be kept shut ensuring children cannot access kitchen (high handle).
- For Manual Handling Recommendations see Staff Health and Safety section 3.13.3 Hot drinks will be placed away from children, using thermal cups where possible and carried in a box into the snack time area.
- When working with children, no adult will be under the influence of alcohol or any other substance which may affect this ability to care for children.
- Staff or volunteers taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children (see section 3.6.5)



### **3.13.2 Staff health and Safety**

Amberley Playgroup will assess and reduce the risks associated with manual handling. The main area of body affected by handling accidents is the back, but any part of the body can suffer injury due to poor manual handling.

The health, safety and welfare of staff is the responsibility of everybody at Amberley Playgroup.

#### **Amberley Playgroup's duties:**

- Assess risks to the health and safety of their employees and others who may be affected in order to identify the measures needed to comply with relevant Health and Safety law.
- Make arrangements to implement the measures identified as being required by the risk assessment.
- Appoint competent people to help with the implementation.
- Provide information to employees that can be understood, as well as adequate training and instruction.
- Set up emergency procedures.

#### **Employee's Duties**

- Use equipment and dangerous substances in accordance with the training they have received and the instructions provided with the substance.
- Report dangerous situations and any shortcomings in their employer's health and safety arrangements.
- Take reasonable care not to endanger themselves or anyone else.
- Inform their employees of any medical issues that may necessitate health and Safety considerations e.g., pregnancy, medications.

### **Manual Handling Operations Regulations**

#### **Amberley Playgroup's duties:**

- Avoid hazardous Manual Handling operations as far as is reasonably practicable.
- Make suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable.

#### **Employee's Duties**

- Make full and proper use of any system of work provided for their use by their employer in compliance with regulations.
- Attend manual handling training or receive information in house



### **3.13.3 Amberley Playgroup's Principles of Safer Handling**

The simple steps below are not a guaranteed way of protecting you from manual handling injury but they will help to reduce the possibility of an accident and the injury that could result.

**The basic principles are:**

- Avoid manual handling whenever possible
- Use equipment (if available)
- Assess the task (consider use of equipment or breaking it down into easy stages)
- Assess the load (try a test lift)
- Know your own limitations and don't be afraid to ask for assistance
- Prepare the area, remember that whatever you pick up must be put down at some point
- Position yourself correctly
- Perform the task applying safer lifting techniques
- Evaluate the task (how could it be made easier next time?)

### **THINK BEFORE YOU DO IT**

#### **Performing a Safer Lift**

When performing the task there are accepted practices that should be used to make any handling task safer:

- Think before handling / lifting
- Keep the load close to the waist
- Adopt a stable position
- Ensure a good hold on the load
- Moderate flexion (slight bending) of the back, hips, knees at the start of the lift
- Don't flex the back any further while lifting
- Avoid twisting the back or leaning sideways especially while the back is bent
- Keep the head up when handling
- Move smoothly
- Don't lift or handle more than can easily be managed
- Put down, then adjust

**REMEMBER THE RISK OF INJURY IS GREATLY REDUCED IF THE OBJECT BEING MOVED IS PICKED UP OR PUT DOWN AT WAIST HEIGHT.**



### **3.13.4 No-smoking or Vaping Policy**

Amberley Playgroup comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

'Providers must not allow smoking in or on the premises when children are present or about to be present' (EYFS 2021 3.57)

#### **Procedures**

- All staff, parents and volunteers are made aware of our No-smoking Policy.
- We display no-smoking signs.
- The No-smoking Policy is stated in our information for parents.
- Staff who smoke do not do so during working hours, unless on a break and off the premises.

### **3.12.5 Purchase and care of toys and equipment**

- All equipment and activities are purchased and planned to develop a child's awareness in social, cognitive and physical skills. They will also represent a multi-cultural society in a positive way, and aim to be inclusive and anti-discriminatory
- All furniture, toys, materials and equipment will be safe and will comply with the environmental health and safety regulations required.
- Equipment will be properly maintained at all times. The committee will be notified of any repairs needed.
- The responsibility for identification and notification of maintenance needs rests with the staff.
- At regular intervals, the staff will meet with committee members to review buying, maintaining and replacing of toys, books and equipment.
- Any damaged toys will immediately be removed from the play area and stored safely until repaired or thrown away.



### **3.13.6 Premises**

Amberley Playgroup is located in a community Parish rooms. The building is light and airy with a large internal space which can be divided into two. The indoor space requirements required by the Statutory Framework for the Early Years Foundation Stage 2021 Section 3.87 are adhered to at all times. There is plenty of space for free movement, and the room structure allows us to partition the room off into two smaller sections if required. Amberley Playgroup strive to maintain the safety and security of the children in their care at all times by means of the following procedures and precautions.

- The kitchen which has a high handle so that when the door is shut the kitchen is inaccessible to children.
- Alarms are fitted to Fire exit, rear exit and back door which indicate if anyone has opened a door or one is not securely shut
- The fire exits are clearly marked; with appropriate emergency lighting and access maintained at all times.
- The building is run by the Parish Rooms Committee. A member of the Playgroup Committee sits on the Parish Rooms Committee to ensure our interests are heard and any maintenance issues promptly acted upon.
- The outer door is locked once the session starts and visitors have to ring a door bell. The identity of any person's unknown is confirmed before they are allowed in to the building. Only Staff members are permitted to allow person's access to the building and Parents on duty are advised not to answer the door to enable staff to make appropriate identity checks. There is a visitors and parent's signing in book.
- The inner door has a high handle meaning that once shut children cannot open it - parents and visitors are requested to keep this shut at all times.
- We have the exclusive use of a lockable store room in which we have a lockable filing cabinet where confidential records are held. This is also the location of the telephone.
- We always aim find a private area for confidential discussions. If this is not possible due to the activities taking place within the building an appointment would be made before or after the playgroup session, or an alternative venue sought for the discussion.
- We have access to the forecourt area of the Parish Rooms which we use for outdoor play, and a secure community play area which is used almost daily.



### **3.13.7 Animals at Amberley Playgroup**

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

#### **Animals in the setting**

We take account of the views of parents and children when selecting a visit from an animal or creature.

- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- Whenever possible the animals will be kept outside of the parish rooms building to comply with their hiring agreements

#### **3.13.8 Visits to farms**

- Before a visit to a farm, a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- The outings procedure is followed.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.



### **3.13.9 Outdoor play at Amberley Playgroup**

**'Providers must provide access to an outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions'**  
**Statutory Framework for the Early Years foundation stage 2021 section 3.58**

Amberley playgroup will take all measures necessary to ensure that any outside space used is fit for purpose, and remains secure at all times. The forecourt area is secured whilst the children are playing outside and if using the community play area, the gate is locked whilst the children are there. A visual risk assessment is carried out prior to using any outside area and a more detailed risk assessment of the area is conducted 3 times a year or as required. There are also separate risk assessments used for visiting the common, the village, and using the church yard. Any issues regarding the maintenance of the play area or church forecourt are recorded, the area made safe and the issued reported to the Parish rooms committee for repair as soon as possible. Follow up is made to ensure all matters are addressed swiftly.

Parents and carers are encouraged to ensure the children attend playgroup with suitable outdoor clothing, waterproof if possible and ideally including waterproof coats, trousers and wellington boots if weather conditions suggest these will be needed. Due to limitations on storage space and drying facilities Amberley Playgroup are unable to provide each child with waterproof clothing but some spare wellingtons are available. Outside activity will be taken every day unless the weather makes it unsafe, and this decision will be made by the play leader. If a child does not have suitable outdoor clothing, then parents will be contacted to bring in some if sufficient clothing cannot be provided by the playgroup.

A range of activities will be planned for the outside, and in fine weather it may be that the whole of the session takes place outside. Every opportunity will be taken to use the wider surroundings of the playgroup, always ensuring the correct adult: child ratio. If necessary extra staff or volunteers will attend for part of the session to enable this to happen

In warm weather all children will be encouraged to wear Sun hats and parents reminded to put sun screen on the children prior to the session starting. Adjustments may be made to the session routine to avoid being outside during the hottest part of the day and appropriate shade will be sought



### **3.13.10 Rest Areas**

As our minimum start age is 2 years 6 months, it is unlikely that a rest area will be needed on a regular basis. However, should any of the children show signs of needing a rest, (or indeed if any children fall ill and need to lie-down whilst waiting for parent / carer collection) we do have the means to provide a rest area.

We have large gym mats which can be put down on the floor, 3 large floor cushions and teddy bears to make the area cosy, a sleeping bag and some fleecy blankets. This area can be made up in a quiet corner of the main area should the child (ren) need to simply relax. Alternatively, it can be made up in the other half of the hall which will not be used by the other children should the child (ren) need to actually sleep. If this is the case, the child (ren) will be checked upon every 5 mins. All exit doors and the kitchen door will be secured as normal and the back door (fire door) exit by the ladies' toilets is alarmed. All used bedding will be laundered after every use.

### **3.13.11 Procedure for checking the identity of visitors**

Only members of staff will open the front door once the session has started. The front door will be locked at all times during the session and any visitors are required to ring the doorbell. The identity of any visitors unknown to staff will be checked and if necessary, identity badges or confirmation sought. All visitors will be required to sign the record book confirming the reason for their visit and the time they arrived and departed. The playgroup's mobile phone policy and Emergency evacuation procedures will be explained to visitors who will be spending the session at playgroup.

Parents/carers are required to both verbally inform staff who will be collecting their child if it is not themselves and record this in the signing-in book. Children will only be able to leave with someone that parents have given permission for, and this must have been recorded on the Entry record form on admission to playgroup. A brief description of the person is also given on the entry record form and photographs provided if considered necessary.



### **3.13.12 Amberley Playgroup Nappy changing policy**

**'Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies' Statutory Framework for the Early Years foundation stage 2021 section 3.61**

No child is excluded from attending Amberley playgroup who may, for any reason, not yet be toilet trained and who may be wearing nappies or equivalent. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained, and see toilet training as a self-care skill that children have the opportunity to learn with the full support of the staff in the setting

#### **Procedures**

- Whilst usual supervision of the toilets will be undertaken by staff on a rota system, the changing of nappies or soiled/wet clothing will be done by the child's key person to minimise the disruption to the child and maintain good safeguarding practice. In the absence of the child's key Person the nappy will be changed by the person in charge of the child's key group.
- Each child in nappies has their own bag with their own supplies inside, although playgroup does hold spares.
- Disposable gloves and aprons are put on by the staff before changing starts and the area prepared. The table or mat will be cleaned before and after each use with anti-bacterial spray or wipes.
- All staff are familiar with hygiene procedures and carry these out when changing nappies
- Key Person's ensure that nappy changing is relaxed and a time to promote independence in young children
- Children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash their hands and have soap and hand towels available.
- Staff must ensure they are gentle when changing a nappy and avoid making any negative faces or comments
- Staff must not make inappropriate comments about children's genitals when changing their nappy and take all necessary steps to promote privacy for the child.
- Nappies and pull ups are disposed of hygienically. Any faeces are flushed down the toilet and the nappy or pull up is double bagged. Parents are required to take these bags home for disposal. Cloth, trainer pants or ordinary pants that have been wet or soiled are bagged for the parent to take home
- Staff will complete an information/communication slip to advise parents of any wet or soiled clothes or nappies and when the change took place and by whom.
- We have a duty of care towards children's personal needs. If children are left in soiled nappies/pull ups for any time this may constitute neglect and will be a disciplinary matter.



## **3.14 Risk assessments**

### **3.14.1 Regular Checks**

**'Providers must ensure they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate they are managing risks' (statutory requirements for the EYFS 2021 3.65)**

The following areas will be constantly monitored in our daily risk assessments.

- Emergency lighting
- Fire doors checked and opened and kept clear of obstruction
- Escape routes checked and kept clear
- All aisles will be kept clear at all times especially those leading to fire doors
- A qualified expert will check all Fire Extinguishers, fire blankets, smoke alarms regularly etc. This is the responsibility of the Parish Rooms Committee.
- All staff will be aware of where the Fire Extinguishers are, how they work and when they should be used. This is included as part of the induction of new staff.

Parental involvement is welcomed and parents are made aware of their responsibilities for closing the gates, not letting strangers into the building, reporting potential hazards and completing the signing in/out procedures.

All risk assessments will be regularly monitored and reviewed and a record kept. Risk assessments will be reviewed termly unless circumstances dictate this is done sooner and evaluated for internal, external areas and manual handling.

Fire risk assessments will also be reviewed termly. Copies of all risk assessments will be kept in the risk assessment file in the filing cabinet



### 3.14.2 Risk Assessments - Daily Internal Risk Assessment

#### Process

- i. Look for the hazards (for children, staff and volunteers) where? What?
- ii. Decide who might be harmed and how
- iii. Evaluate the risk and decide whether the existing precautions are adequate or whether more needs to be done
- iv. If any issues identified, record your findings on attached sheet

<b>Week Commencing:</b> /        /						
<b>Doors:</b>		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
	Dividing Screens Secured					
	Storage Cupboards Closed					
	Kitchen/Glass Doors Shut & Safety Signs Evident					
	Exterior Doors Locked					
	Ensure Alarm is turned on (located in the kitchen)					
<b>Electrical:</b>						
	Electrical Items/leads Safely Placed					
	Telephone Installed & Working					
<b>P.E. Equipment:</b>						
	Equipment Erected & Safely Placed					
	Mats Correctly Placed					
	Mat Trolley Stored in Kitchen					
<b>Role Play Area:</b>						
	Walls Erected Correctly					
	Equipment Safely Placed					
<b>Tripping Hazards:</b>						
	Splash Mats Smooth/Flat					
	Floor Play Mat Flat					
	Rugs/Large Carpet Flat					
	Floor Cleared of Fallen Objects etc.					
<b>Sharp Objects:</b>						
	Adult Scissors/Sharp Objects Out of Reach					
	Children's Scissors in Correct Location					
<b>Staff Personal Possessions:</b>						
	Handbags/Phones/Keys in cupboard.					
<b>Hot Drinks:</b>						
	All Cups/Mugs Out of Reach					
<b>Toilets/Cleaning Materials:</b>						
	Soap & Towels Placed					
	Cleaning Products Out of Reach					
	Toilets/Basins Clean & Undamaged					
1 <sup>st</sup> Aid Kit checked and replenished if necessary.						
<b>Initials</b>						



### 3.14.3 Daily External Risk Assessment

#### Process

- i. Look for the hazards (for children, staff and volunteers) where? What?
- ii. Decide who might be harmed and how
- iii. Evaluate the risk and decide whether the existing precautions are adequate or whether more needs to be done
- iv. If any issues identified, record your findings on attached sheet
- v. Monitor and review your assessment and revise it if necessary

Week Commencing:        /        /		Mon	Tue	Wed	Thur	Fri
<b>Church car park</b>						
	No cars in car park					
	Large gates closed					
	Kissing gate secured with chain					
	Side gate secure with chain					
	Clear from animal faeces					
	Church door closed					
	Check for litter/broken glass					
	Bench across steps to back door					
	Ensure head count before going out to play.					
	Ensure head count when coming in.					
<b>Weather conditions</b>						
	Be aware of leaves being slippery (rake up if necessary)					
	(Icy) Gritting car park					
<b>Play Park</b>						
	Steps are clear from obstruction					
	Check apparatus from damages					
	Check for animal faeces					
	Check for litter/glass					
	No holes in the ground					
	Gate is bolted when in the park					
	Ensure head count before going up to the play park					
	Ensure head count when leaving the play park					
	If any injuries occur ensure accident/incident book has been completed.					
<b>Initials</b>						



#### 3.14.4 Risk Assessment - Identification and Evaluation of Hazard

<b>Hazard - What have you seen?</b>	
<b>Who might be harmed? (Staff, parents, carers, children, visitors)</b>	
<b>How (could they trip, pinch fingers, have something fall on them, burn themselves etc.)</b>	
<b>Risk Level evaluation (high, medium, low)</b>	
<b>Record of findings</b> (list what you have found, e.g., torn carpet, loose curtain rail, broken chair, etc.)	
<b>Proposed action</b>	
<b>Date to implement by</b>	
<b>Who to action</b>	
<b>Date of completion</b>  <b>Signed and Dated (position)</b>	



### **3.14.5 Fire Policy and procedures**

All staff, visitors and volunteers at Amberley Playgroup will be aware of the following:

- A member of staff will be nominated each day to collect the register in the event of a fire. The register is kept in a consistent place in the Playgroup cupboard.
- A member of staff will be nominated each day to check all areas of the building for any remaining children or adults (at the end of the evacuation).
- A member of staff will be nominated each day to check that all confidential records are secured in the event of an evacuation of the building.
- In the event of a fire / evacuation a member of staff will ensure that any child with a hearing impediment is aware of what is going on and of the procedure that will follow.
- In the event of a fire all staff will remain calm and will encourage the children to remain calm and keep together.
- Everyone in the building will leave the building as per the usual fire drill, and assemble at the nominated assembly point.
- On assembly at the assembly point the register will be checked to ensure that everyone is present.

A plan of the layout of the building and staff responsibilities if a fire should occur is displayed on the notice board. Parents on duty are made aware of this.

A comprehensive fire safety risk assessment is carried out termly by the play leader.

### **3.14.6 Emergency Evacuation procedure**

An emergency evacuation Drill will take place every term. A record of this will be made in the Emergency evacuation Drill book stating any difficulties. Emergency Evacuation procedures are displayed on our notice board. The procedures are as follows:

- The Play leader (or deputy) will blow a whistle and everyone will quickly and calmly listen for instructions and move immediately to the appropriate exit doors.
- In the Parish Rooms there are three possible exits that may be used in the practice; which one, is decided at the start of the practice.
- On exiting the building everyone will assemble in the car park area at the front of the hall and a head count conducted to quickly ensure all persons have vacated building
- The Deputy Leader will meanwhile check the toilets, kitchen and cupboards for anyone still present.
- The Play Leader will take the register and account for everyone.
- Duty parents must leave the building taking any visiting children with them on immediately hearing the whistle.
- In the event of a real fire the Deputy Leader will go to the nearest telephone and call the emergency services.



### 3.14.7 Copy of Emergency Information Poster

#### **Fire and emergency information**

Name, address and telephone number of nearest doctors:

Minchinhampton Surgery - 01453-883793

Location of nearest telephone:

In playgroup - telephone number - 01453 872571

Telephones also at Amberley school and rectory cottage.

Location of first aid box:

In the wooden cabinet, just outside playgroups store cupboard.

Location of fire extinguishers and fire Exits:

Either end of the hall

Location of Playgroup Register:

In playgroups store cupboard on the back of the door.

Evacuation Procedure:

When whistle blows, file to fire exits.

The register is taken by playgroup leader to the safest assembly point. (Car Park or the green).

Hall checked by playgroup deputy for missing children.



### **3.14.8 Lost child procedure**

**Awareness of where children are at all times is one of the underlying philosophies of the playgroup.**

All doors in and out of the Parish rooms are to be kept shut and where appropriate locked. (Main door has a locking system which allows it to be opened from the inside but not from outside.

Alarms are fitted on;

- Fire exit beyond ladies' toilet and cleaning cupboard
- Glass door to the Parish office and rear fire exit
- Rear exit and back door of Parish Rooms (on/off located in kitchen by utility sink)

The main exit from the building is the front exit. The exterior door is checked once all parents have left. The internal double doors are shut and have a high handle out of reach of children

During outside play the children are supervised at all times and appropriate ratios are adhered to. There will be a minimum of 3 adults supervising the children. The lost child will usually be found during the following procedure. On finding the child, comfort and reassure them and check for injuries. When the child is calm ask about what happened and take the appropriate action. The Play leader will inform the parents at the end of the session or earlier if necessary, and inform the chair of the committee so an investigation can take place if considered necessary depending on circumstances.

On discovering/ suspecting a child is missing:

- i. Immediately gather all the children together for head count/roll call.
- ii. Check with all staff that child has not gone home / to the toilet/ask children when they last saw missing child.
- iii. Deputy Leader with duty parent to take all children to far end of hall, sit them on the carpet and give them books to look at / read stories etc.
- iv. If child lost outside the Play leader will check exterior area, including; exterior of church, children's playground, rough grass area, trees and bushes. Playgroup assistant to check interior of hall including; toilets, cupboards, corridors, kitchen and door alarms. On completing hall check interior of Church if open. If child is lost while inside the Play leader will first check all doors and alarms and then the interior of the hall as listed above. The Playgroup Assistant will check the exterior grounds as listed above.



- v. If child is not found Play leader will contact parents immediately. Meanwhile Playgroup Assistant and duty parent will extend search (taking mobile phones or walkie talkies if available). Duty parent to go up to Amberley School, looking over walls into gardens and then on to Graveyard. Playgroup Assistant to check down Whitemoor drive, and then beyond the 'Rector's house' to road junction. This search is to be done with great haste. Ring Playgroup if child is found.
- vi. If child is not found within 5 / 10 minutes of this search the playgroup leader will contact the Police using 999.
- vii. The search will continue with the assistance of the local community being sought i.e., the school, Rector, Church Warden, local residents etc. Responsibility for the search will then be handed to the Police on their arrival. All assistance will be given to the Police and their advice followed.

Following any incidence of a child going missing, even if only for a short time, the Parents will be informed either immediately after the event or at the end of the session. The Chair of the committee will be informed and if necessary, an internal investigation surrounding the circumstances will be undertaken. Ofsted will be informed if the situation meets the criteria for reporting as a serious incident.



## **3.15 Outings**

### **Operational Policies for outings**

A risk assessment of any outing beyond what parents have signed up to in the enrolment packs will be carried out in advance of an outing. Risk assessments are also conducted for local visits around Amberley such as on the common, the church yard etc.

All outings beyond the outside play area and Playground, church yard or village are notified to parents / carers in advance.

Consent forms will be sent home with children giving full details of the trip including date, time, mode of transport, destination, time of return, any essentials that need to be provided (lunch, wellies etc.).

**Extra adults are drafted in to increase ratios of adults to children, with a minimum of 1 adult to 2 children if on a trip outside the immediate local vicinity or if the majority of the children are younger than 3.**

Appropriate insurance documentation will be sought for any transportation. If parents choose to travel by car to an outing venue, they will not be able to take other people's children unless they have the parent's permission.

High Visibility jackets will be worn by the children to aid identification of children in a crowd, and all staff will also wear High vis jackets

Name tags will not be put on the children so that strangers cannot use the children's names to approach them. Wristbands with a contact mobile phone details recorded on will be worn.

At the end of a trip children will return to the Playgroup building to be collected following the usual procedure.

Staff and volunteers will ensure that the following are taken with them on the trip:

- Contact telephone numbers - in case of emergency
- First Aid Kit
- Mobile telephone
- Register of names
- Spare clothes
- Sick bucket, plastic bags and wet wipes

**Should a child be lost on an outing, the immediate area is searched thoroughly by Staff. A designated member of staff will look after the other children and the situation would be kept calm. Staff on the site being visited would be alerted immediately to the missing child. If the child was not located the police and parents will be contacted immediately. A review of the incidence will be conducted by the Chairperson and Manager.**



## **3.16 Equal Opportunities and SEND policies**

### **3.16.1 Valuing diversity and promoting equality**

The Playgroup is committed to developing Equal Opportunities and to discourage all forms of discrimination. We value and respect all those of different racial origins, cultures, languages and abilities. We will endeavour to accommodate all children, their parents and carers regardless of gender, religion, cultural background or special needs and adhere to the requirements of the equality Act 2010.

The Playgroup will endeavour to achieve equal opportunities by:

- Providing suitable premises.
- Providing a curriculum which includes resources which reflect various cultures, religions, race, gender roles, means and life styles.
- Encouraging children to participate in all activities regardless of gender and by stretching and challenging and teaching them to value diversity.
- Respecting the religious, cultural beliefs of all children who attend Playgroup.
- Amberley Playgroup is committed to taking positive action to eliminate discrimination in all areas of its work for all children and families. Disciplinary procedures are in place that will be followed if staff act in a way that is thought to be discriminatory and potential legal action may be taken
- Any discrimination shown by parents or carers attending the playgroup may result in the exclusion of the child from playgroup and possible further legal action if the offences continue.

In considering areas where discrimination may occur Amberley playgroup will follow the legislation of the Equality Act 2010 which defines the following as 'protected Characteristics'

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity



### **3.16.2 What conduct is prohibited under the Equality Act 2010?**

- Direct discrimination
- Associative discrimination
- Perceptive discrimination
- Indirect discrimination
- Harassment
- Third party Harassment
- Victimisation

Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on, or around, the premises and will be dealt with immediately and discreetly by asking the adult to stop using the unacceptable behaviour and inviting them to read and to act in accordance with the relevant policy statement and procedure. Failure to comply may lead to the adult being excluded from the premises.

### **Further information**

Further information on the Equality Act and the definition of the types of discrimination is held within playgroup for reference as required.

### **3.16.3 Equality and recruitment of staff and of Ex-Offenders**

As an organisation using the DBS Disclosure service to assess applicant's suitability for positions of trust, Amberley Playgroup complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Amberley Playgroup is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender, any gender reassignment, pregnancy, maternity, race, religion or belief, sex or sexual orientation and will aim to follow the requirements of the Equality Act 2010 at all times

We have a written policy on the recruitment of ex-offenders which is made available to all applicants at the outset of the recruitment process. See appendix at the end of the document

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.



- We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.

The applicant who best meets the criteria is offered the post, subject to references and checks by the DBS service. This ensures fairness in the selection process.

All job descriptions include a commitment to promoting equality and recognising and respecting diversity as part of their specifications.

We monitor our application process to ensure that it is fair and accessible.

#### **3.16.4 Training**

- We seek out training opportunities for staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which enable all children to flourish.
- We would ensure that staff are confident and fully trained in administering relevant medicines and performing invasive care procedures when these are required.
- We review our practices to ensure that we are fully implementing our policy for Valuing Diversity and Promoting Equality.

#### **3.16.5 Learning opportunities**

The curriculum offered at Amberley Playgroup encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

Our environment is as accessible as possible for all visitors and service users. If access to the settings is found to treat children or adults with a disability less favourably, then we make reasonable adjustments to accommodate their needs. We do this by:

- making children feel valued and good about themselves and others;
- ensuring that children have equality of access to learning;
- undertaking an access audit to establish if the setting is accessible to all children;
- making adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory impairments;
- making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities,
- positively reflecting the widest possible range of communities in the choice of resources;
- avoiding stereotypes or derogatory images in the selection of books or other visual materials;
- celebrating a wide range of festivals;
- creating an environment of mutual respect and tolerance;
- differentiating the curriculum to meet children's special educational needs;
- helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable;



- ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities;
- ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning; and
- Ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

#### **3.16.6 Valuing diversity in families**

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to the setting.
- We encourage mothers, fathers and other carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English, we will develop means to ensure their full inclusion.
- We can offer a flexible payment system for families of differing means and will offer information regarding sources of financial support if requested.

#### **3.16.7 Food**

- We work in partnership with parents to ensure that dietary requirements of children that arise from their medical, religious or cultural needs are met.
- We help children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them.

#### **3.16.8 Meetings**

- Meetings are arranged to ensure that all families who wish to may be involved in the running of the setting.
- We positively encourage fathers to be involved in the setting, especially those fathers who do not live with the child.
- Information about meetings is communicated in a variety of ways - written, verbal and in translation if required - to ensure that all mothers and fathers have information about, and access to, the meetings.



### **3.16.9 Special Educational needs and Disability Policy**

Providers must have arrangements in place to support children with SEN or disabilities.

(Statutory Framework for the EYFS 2021 3.67)

**Designated practitioner (SENCO) Karan Hoskins and Clare Atherton**

At Amberley Playgroup all children are special. We treat all children with respect, recognising every child has individual needs. We believe that children are entitled to education that enables them to achieve the best outcomes and prepare them for the transition to compulsory education. At Amberley we have regard to the Children and Families Act (2014), SEND code of Practice (Jan 2015), The Equality Act (2010) and Working together to Safeguard Children (2018)

### **3.16.10 What are special educational needs?**

Special educational needs are where a child has a learning difficulty or disability which requires special educational provision to be made for them.

A child with a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of children of the same age.
- A disability which prevents or hinders them from making use of facilities generally provided for children of the same age

Children's SEN provision will be thought of in the four broad areas of need and support

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs

### **3.16.11 Special Educational Needs code of Practise**

At Amberley Playgroup we work within the Special Educational Needs Code of Practice 0-25 (2015), and the requirements set out in the EYFS Statutory Framework 2021. We follow the Graduated Pathway of Early Help and Support to provide an integrated and holistic framework of support to all children and their families.



We aim to:

- Identify a child with special educational needs as early as possible through monitoring of progress and development
- Develop skills in identifying children requiring additional support and establish suitable programmes and plans to provide this support and learning opportunities
- Adopt positive and consistent strategies to help children with behavioural difficulties and/or emotional problems
- Affect a programme of support and referral that will enable all children to receive the help they need quickly and effectively in a family centred plan that draws together existing information, needs and required outcomes
- Inform Parents of the needs and progress of their child and to work in partnership taking their views into account
- Work in partnership with other outside agencies
- Take into account the wishes of the child relevant to their age and development.

### **3.16.12 Special Educational Needs co-ordinator (SENCO) and the role of other staff**

We have a Special Educational Needs Co-ordinator (SENCO) who is responsible for:

- The day-to-day operation of the SEND policy.
- Ensuring all staff understand their responsibilities to children with SEN and the settings approach to identifying SEN
- Co-ordinating provision for the children with SEN.D
- Maintaining detailed records of the provision made for children with SEND and overseeing records, ensuring they are collected, recorded and updated.
- Liaising with parents of children with SEND
- Informing staff of changes, developments and new issues within SEN, giving advice and support.
- Liaising with external agencies.
- Acting as the Lead Practitioner where necessary
- Planning and preparing for transition to a new setting

All the staff at Amberley Playgroup will have the opportunity to advance and update their knowledge, attending relevant training where necessary. All staff are responsible for the learning and development of all children at the playgroup, including those with special needs. The child's key worker will use observation and assessment to assist in the identification of special needs. It is the responsibility of all staff to report to the SENCO if a special need is identified or suspected.



The child's key worker, SENCO and parents will then work together to plan appropriate strategies following a graduated approach of assess, plan, do and review. Interventions and outcomes on Plans EHCPs will be taken into account in the planning of activities to ensure inclusion for all.

Where, despite targeted interventions and adjustments, the child has not made expected progress Amberley Playgroup will consider requesting an Education, health and care plan (EHCP)

### **3.16.13 Records**

Will be kept when required on:

- Initial observations and discussions, and 'Areas for consideration'
- Children receiving SEN support, including My Plan, My Plan Plus or Education and Health Care Plans and reviews, and details of how the setting is supporting them.
- Further observations, monitoring and reviews by all members of staff.

Parents will have access to these records and confidentiality will be maintained, subject to exceptions allowed under safeguarding regulations and GDPR regulations. See safeguarding policies and Information sharing policies for further details.

Records will be kept up to date by the Child's key worker and Playgroup SENCO and made available to a child's parents with regular reviews being held regularly with all concerned especially the parents.

### **3.16.14 Parents in Partnership**

The Playgroup will respect the views of the parents valuing their knowledge and experience of their children and the contribution they make. We recognise the importance of keeping parents informed at all times on any matter affecting their children and any areas of concern. At Amberley we regularly seek parents' views about their child's progress with learning. We encourage parents to talk to us about any matters concerning their children. The staff and SENCO will endeavour to work with parents to meet the individual needs of their children, to involve them and keep them informed on the progress of their child.

Parents of children with SEN will be informed on:

- Amberley Playgroup's SEN policy.
- Support available for their child within the setting and through the Local Offer.
- Assessment and decision- making with a strong emphasis upon their contribution and involvement.
- Records held on their children.



If any parent is dissatisfied with the Playgroups work on behalf of their child, they will be referred to the SENCO for the situation to be reviewed and appropriate action taken. If concerns of the parents remain unresolved, they should be directed towards the playgroup's complaints procedures

### **3.16.15 Inclusion of children with SEN/D**

Amberley Playgroup undertakes to ensure that each individual child has access to the full breadth of the Early Years foundation stage by the use of strategies such as flexible grouping of the children, adapting timetables where necessary and sharing resources and expertise where beneficial. Staff will support all children through the differentiation of both planned and unplanned activities. Staff members will be flexible about organising and managing groups to increase the support available to children with special needs.

### **3.16.16 Resources**

Amberley playgroup recognises the need to provide the maximum amount of assistance for children with special needs and aim to provide specific aids to learning when appropriate and within the budgetary limitations of the group. Sources of outside funding will be explored as appropriate. The room organisation and layout will be reviewed to ensure access to resources is appropriate for all of the child's needs. Extra 1:1 support will be provided if necessary.

### **3.16.17 Liaison with Outside agencies**

Amberley Playgroup works with a number of outside agencies, obtaining advice and support. Any discussion with outside agencies will take place with parental permission, and in accordance with the Playgroups confidentiality policy. Any referral or involvement of outside agencies will only take place with parental permission unless the withholding of permission constitutes a child protection concern.

### **3.16.18 Monitoring and reviewing**

- So that our policies and procedures remain effective, we monitor and review them annually to ensure our strategies meets the overall aims to promote equality, inclusion and to value diversity.
- We provide a complaints procedure and a complaints summary record for parents to see.



## **3.17 Information, record keeping and Data Protection policies and Procedures**

**'Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them' Statutory Framework for the Early Years Foundation stage 2021 section 3.70**

At Amberley Playgroup, the staff and manager can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. 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. There are record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) 2018

### **3.17.1 Data Privacy Notice**

#### **Amberley Playgroup and Your Personal Data**

We need to keep certain personal information about parents and children who use our services in order to fulfil our contractual obligations and best care for your children. From 25 May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

**Our Data Protection Lead is Cathy Brown (play leader)**

**Our Information Commissioner's Office (ICO) registration number is Z2529954**

We are a Data Controller for your personal data, which means that we decide what information we need to keep about you and why and how we process and store that information.



## **What personal data do we keep and process?**

When you register your child for the setting, we ask you to complete a registration form which may include personal data. Personal data can only be viewed and processed by relevant staff. Data about children is classified as 'sensitive' and we take extra care to keep it safe.

## **What do we use your personal data for?**

Personal data is used to help us best care for your child/children. We also use relevant data to enable us to receive Nursery Education Funding from Gloucestershire County Council and to fulfil our contract with you e.g., processing payments. We will not share your personal data with any other third party without your permission unless we are required to by law.

## **How is your personal data stored?**

Your personal data is stored in the following ways:

Locked filing cabinet for registration forms, completed developmental assessments, completed accident records, funding forms

Password protected PC and other devices for bank details, photographs, funding applications

Signing in book stored in locked cupboard when not in use.

Developmental folders (learning journeys) locked in cupboard when playgroup session finished and held within locked secure bags if needed to be taken off the premises for completion as part of working from home arrangements.

## **What is the legal basis for processing your personal data?**

Your data is processed on the basis of your contract with us for care of your child.

## **How long do we keep your personal data for?**

We keep your personal data as long as your child is enrolled in our setting. After your child has left there is some data that we are required to keep under statutory regulations. You can see our retention of records policy for more details.



## **What are your rights with regard to your personal data?**

Under the GDPR you have the right to:

- Know what personal data we keep about you.
- Request a copy of the personal data we hold about you.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data that we hold about you to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means.)
- Withdraw your consent for processing to which you have previously given your consent. (Please note that if you do this it may affect our ability to fulfil our contract to care for your child).

### **Who to contact?**

If you have any queries or complaints, or wish to exercise any of the above rights, please contact our

Data Protection Lead:

Name: Cathy Brown (play leader) Email: [contact@amberleyplaygroup.co.uk](mailto:contact@amberleyplaygroup.co.uk)

### **3.17.2 Confidentiality policy and procedures**

- We always check whether parents regard the information they share with us to be confidential or not.
- Some parents may share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond the general personal information we keep - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all personal records securely stored (see Data Privacy Notice)



Staff and committee members at Amberley playgroup will aim to maintain confidentiality at all times in order to protect the privacy of children and families involved in the setting.

All information passed to playgroup by parents or carers, verbal or written, will be seen as confidential including contact details, medical information and children's records. Personal information will only ever be shared in the interest of a child's safety or with the permission of parents or guardians following discussion with playgroup staff. See Child protection policy section 3.1 for further information regarding confidentiality and child protection processes.

Amberley Playgroup will seek to comply with all appropriate legislation regarding the storage of personal information. This applies to any information that is stored on paper, computer or other devices. The Playgroup is registered with the Information Commissioners office and follow their guidance regarding the safe storage and use of personal information. These include:

- Having appropriate security policies
- Taking steps to control physical access
- Putting in place controls on access to information
- Staff training on security systems and procedures
- Detecting and investigating any breaches of security should they occur.

Amberley Playgroup will aim to adhere to the 6 Privacy principles as set out in Article 5 of the GDPR

- You must have a lawful reason for collecting the data and how you process it should be fair and transparent
- You can only collect data for a specified purpose and only use it for that purpose
- You must only collect the data that is necessary
- It must be accurate and be kept up to date
- You must not keep the data longer than is necessary
- You must keep it safe.

Sharing information without parental consent, except in the interests of a child's safety will be viewed as a breach of the GDPR and appropriate disciplinary action would be taken. Staff will therefore be made aware of the need for confidentiality at all times unless it is in the best interest of the child for information to be shared with the relevant agencies. This will be done with the permission of parents or guardians unless there are concerns of serious child abuse and the child would be put further at risk by consulting with parents. This is in accordance with the Child protection procedures set by Gloucestershire Safeguarding Children Partnership



### **3.17.3 Data Breach Procedure**

**Definition:** A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes both accidental and deliberate events.

Personal data breaches can include:

- access by an unauthorised third party
- deliberate or accidental action (or inaction) by a controller or processor
- sending personal data to an incorrect recipient
- computing devices containing personal data being lost or stolen
- alteration of personal data without permission
- loss of availability of personal data

### **Responsibilities of Employees, Committee Members and Volunteers**

All Employees, Committee Members and Volunteers will:

- Take steps to ensure the security of personal data at all times
- Know how to recognise a personal data breach
- IMMEDIATELY report any data breach of which they become aware to the Data Protection Officer/Data Protection Lead (DPO/DPL) Prompt action is essential, because reports to the Information Commissioner's Office must take place within 72 hours of the breach being discovered
- Record the nature of the breach and the action they have taken on a Data Breach Form

### **Responsibilities of the Data Protection Officer/Data Protection Lead (DPO/DPL)**

Dealing with a personal data breach must be treated as an urgent priority and given adequate resources.

#### **1. Assessment**

Assess the severity and likelihood of the potential adverse risks of the breach - see Appendix 1 'Level of Risk'. This assessment will include:

- Nature of data involved
- Sensitivity of data
- Security mechanisms in place e.g., password protection
- Information which could be conveyed to a third party about the individual
- Number of individuals affected by the breach



## **2. External Reporting**

Based on the assessment, decide whether the breach requires external reporting to:

- the Information Commissioner's Office (ICO). If it needs reporting, this must be done within 72 hours of the initial discovery of the breach even if full details are not yet known. Reasons must be given for any delay. Failure to notify the ICO when required to do so can result in a significant fine
- the individual/s concerned: this must be done directly and without undue delay
- Data processors for which the setting is a data controller
- Data controllers for which the setting is a data processor

Reports to the ICO must include:

- A description of the nature of the personal data breach, including:
  - the categories and approximate number of individuals concerned
  - the categories and approximate number of personal data records concerned
- The name and contact details of the setting's DPO/DPL
- A description of the likely consequences of the personal data breach
- A description of the measures taken or proposed to be taken to deal with the breach, including measures to mitigate any possible adverse effects

Reports to individuals must be in clear and plain language and must include:

- The name and contact details of the setting's DPO/DPL
- A description of the likely consequences of the personal data breach
- A description of the measures taken or proposed to be taken to deal with the breach, including measures to mitigate any possible adverse effects

Reports to data processors and data controllers must be according to their contracts.

## **3. Containment and Action**

- Decide what action needs to be taken to contain the breach and by whom
- Decide what action can be taken to recoup losses and/or limit damage caused by the breach
- Inform all relevant individuals of the action they need to take

## **4. Internal Investigation and Review**

- Carry out an internal investigation into how the data breach occurred
- Determine whether the breach was a result of human error or a systemic issue
- Identify ways of preventing a recurrence e.g., through better processes or training
- Review and update processes as appropriate
- Review and update training and information for Employees, Volunteers and Trustees/Committee Members as appropriate



## **5. Recording and Internal Reporting**

- Record full details of the breach, its effects and all decisions and action taken on a Data Breach Reporting Form
- Provide a written report on the breach to the Committee/Trustees/Senior Management

### **Responsibilities Of Trustees/Committee Members (for Charitable Settings)**

- Individual Trustees/Committee Members have the same responsibilities as employees and volunteers, as stated above
- The Trustees/Committee Members are responsible for advising the DPO/DPL, for receiving and making reports on data breaches, and for reviewing the settings' response to data breaches

## **Appendix 1 - Level of Risk**

*Low:* Low risk breaches may lead to possible inconvenience to those who need the data to do their job, such as the loss of, or inappropriate alteration of a telephone list. These should be dealt with internally but not reported to the ICO.

*High:* These are risks which may have adverse effects on individuals such as emotional distress and physical or material damage. They may include: Loss of control over personal data; Discrimination; Identity theft or fraud; Financial loss; Damage to reputation; Significant economic or social disadvantage. These must be reported to the ICO.



### **3.17.4 Client access to records procedures**

Parents may request access to any confidential record held on their child and family following the procedure below and in accordance with the procedure for a data subject access request (see section 3.17.5)

'Parent's and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act' (EYFS 2021 3.71)

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the settings Data protection Lead
- The DPL informs the management team and sends a written acknowledgement.
- The setting commits to providing access within 14 days, although this may be extended. See Data Subject Access request procedure for further information
- The DPL leader and chair prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file.
- 'Third parties' include all family members who may be referred to in the records.
- It also includes workers from any other agency, including children's social care, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- When all the consents/refusals to disclose have been received, these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The DPL and chair go through the file and remove any information which a third party has refused consent to disclose. A thick black marker is used, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents, who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the setting leader, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the setting or another (third party) agency.



### **3.17.5 Data Subject Access Requests Policy and Procedures**

This Policy has been written to take into account the requirements of the General Data Protection Regulation 2018.

- Data Subject Access requests may be submitted in any form but staff may request that the individual confirms the request in writing (this can be by email or letter).
- The request will be forwarded to the settings' Data Protection Officer/Data Protection Lead (DPO/DPL) for the organisation (see Data Protection Policy/Privacy notice for current details of who this is).
- The DPO/DPL will consider if the request can be refused. It can only be refused if it is 'manifestly unfounded or excessive'. \*
- Amberley playgroup may request evidence of identity to ensure data is being disclosed to the correct individual.
- There is no fee for processing a Data Access Request unless the request is 'manifestly unfounded or excessive'. Even if this is the case the fee must only cover administration costs. It is permissible for us to charge a fee for additional copies of the same information.
- Amberley playgroup will respond without undue delay and within 1 calendar month from the initial request. If requests are complex or numerous this can be extended to 3 months but this must be fully explained within the 1-month deadline.
- If the request is extremely broad, we may seek clarification on the exact scope of the data required.
- A decision will be made on what systems and files should be searched for relevant personal data. We will keep a note of this as evidence of the steps taken in case a complaint is made by the individual to the ICO.
- Amberley playgroup will consider if all the data should be disclosed. There are very limited exemptions where disclosing the data would 'adversely affect the rights and freedoms of others. This is most likely to mean redacting the information to take out anything identifying a third party or if the data is related to a criminal offence.
- A copy of the data to be disclosed will be sent to the requestor. Where possible, and certainly if the request was made electronically the data will be provided electronically in a commonly used electronic format. If it is a paper copy it will be sent recorded delivery, if via email a delivery receipt will be requested as evidence that it was sent.
- A covering letter/email will also be sent containing the following information.
  - i. The categories of their personal data being processed by us (e.g., Fees)
  - ii. The purposes for which the processing happens (e.g., Fee payment)
  - iii. To whom the data may be disclosed (e.g., GCC, HMRC)
  - iv. Details of the source of the data (e.g., Registration form, Childcare Choices portal)
  - v. How long the data is retained by us
  - vi. The right to have inaccurate data corrected



- vii. The right to make a complaint to the Data Protection Commissioner
- viii. If automated decision making applies meaningful information about how these decisions are made will be supplied (*most settings do not use automated decision making*).

- If we are refusing to comply with the request, we will send the requestor a letter explaining our decision and outlining their right to complain to the Information Commissioner.
- A record will be kept of our efforts to comply with the request, the date that we provided the information and any correspondence in case of future investigations by the ICO.

\* For more information on 'manifestly unfounded or excessive' requests please see the ICO website.

### **3.17.6 Sharing information and working in partnership with other settings and agencies**

**'Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting and to help ensure the needs of all the children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting' Statutory Framework for the Early Years Foundation Stage 2021 Section 3.69**

- Where a child attends more than one setting staff will share information to support continuity of children's learning. This will be done with the permission of Parents in all cases with the exception of concerns relating to child protection issues where it is considered that disclosure of concerns to parents would place the child at further risk of harm.
- Upon starting at playgroup parents will be asked to give contact details for any other settings the child attends and asked to sign to give written permission for this exchange of information to take place. There may be telephone contact made and this will be recorded and parents informed. This includes child minders, nannies and all other pre-school settings. This two-way flow of information is a statutory requirement of the Early years foundation stage (2021)
- If copies of assessments are required this will be done via the parent or in person by Staff, records will not be sent through the post.



- The policies and procedures that form the child protection policy, Data protection and confidentiality policy will be considered at all times in sharing information with other settings
- We work in partnership or in tandem with, local and national agencies to promote the well-being of children.
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in the Information Sharing Policy, Safeguarding Children and Child Protection Policy and the Supporting Children with Special Educational Needs Policy.
- Information shared by other agencies with us is regarded as third-party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.
- We follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other child(ren) during their visit.
- Our staff do not casually share information or seek informal advice about any named child/family.
- When necessary, we consult with local and national agencies who offer a wealth of advice and information that help us to develop our understanding of the issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.



## **3.18 Information about the Child and Information for parents and carers**

### **3.18.1 Partnership with Parents**

Amberley Playgroup believes that it is only through working in Partnership with Parents the aims of the Playgroup can be achieved. Continued parental involvement is crucial to successful learning. The registered person and staff work in partnership with parents to meet the needs of the children, both individually and as a group.

- The Playgroup recognises the fundamental importance in the role of parents as partners. The home to playgroup profile helps identify learning needs, areas of difficulty and provides a dialogue between playgroup and home prior to a child starting.
- The staff respect and appreciate the role of parents in aspects of a child's education *and ask for the same respect in return.*
- The Playgroup will actively encourage parents' involvement in their child's development, both inside and outside the Playgroup. Newsletters suggest things to do at home and the use of WOW vouchers encourages parent's observations to be shared.
- Playgroup will provide parents with regular information about activities through the 'what's on' board as well as photographs, notice boards, wall displays, website, social media and learning folders
- The Playgroup Leader and staff will be available to talk with parents about any concerns at the end of the session or at a mutually convenient time and each child will have a key worker assigned whose role is explained to parents prior to starting at playgroup.
- Parents are welcome to come into Playgroup at any time during the hours of operation. Parents are encouraged to share special skills e.g., playing the piano, for the benefit of the whole Playgroup, do a duty and contribute to the washing rota.
- Parents must arrive promptly to collect their child at the end of the session.
- Parents must notify the Playgroup if another adult is to collect their child, both verbally and in writing by recording in the signing in book.
- Playgroup insurance does not cover attendance prior to 9.00 am
- The Playgroup will provide easy access regarding: the curriculum, policies, their child's developmental progress (ensuring confidentiality at all times) and managerial aspects.
- Parents are encouraged to attend committee meetings regarding the management of the Playgroup and to be actively involved in fund-raising activity.



- All parental suggestions and questions will be considered seriously and with respect. Parents are also encouraged to express their views in the Questionnaire which in turn have been reflected in changes to practice.
- Regular assessments are made by staff on a child's progress. These records are confidential but are available to parents upon request. A written request may be made for personal files. Rules following data protection will be followed.
- It is a requirement of the Early years foundation stage that a 2-3-year developmental review is undertaken by playgroup staff. This will be done in partnership with parents and it is expected that parents will contribute their own observations to this process in order that an accurate assessment of a child's development can be made.
- Parents and staff will be informed of any relevant policies and with other information by direct written communication and via the notice board and website. A copy of the policy document is displayed on the table at the front of the hall. On admission to playgroup all parents are offered the option of having the policy document e-mailed to them. If this is not possible playgroup will supply individual parents with their own copy if requested. Copies of the policies are available to take home, and are available on the playgroup website.
- A list of committee members will be available on the notice board for views and suggestions from parents.



### **3.18.2 Arriving, collecting and settling your child at Playgroup**

Amberley Playgroup session times are displayed on our notice boards. Please remember to keep both front doors into the Parish rooms shut for the safety of all the children in the hall. The front door is locked once the playgroup session starts and the alarms turned on.

Please ensure you have signed your child in to the registration book (and yourself if you are staying for the Playgroup session) and sign them out on collection. The time of arrival and departure are needed and they need to be initialled. This may also be done by staff if a system of staff registration is in place at the current time.

If your child is new to Playgroup, please plan to stay with your child at the session until you think they are ready for you to leave. This often takes a surprisingly short time; children normally settle very quickly and sometimes straight away. We will always contact you if your child is unhappy and is unable to settle. Playgroup staff are always on hand to help settle children

The normal procedure at the end of Playgroup is for parents and carers to wait outside or in the front lobby area until the inner door is opened by a member of the Playgroup staff.

When taking your child home please check the table at the front of the hall for any paintings/communications from Playgroup.

If anyone else is collecting your child you must inform one of the staff at the beginning of the session and write the details in the signing in register. The person collecting the child should be recorded on the child's entry records with accurate description given if not known to playgroup staff. Children will not be allowed to be collected by anyone under the age of 16. Children will not be allowed to leave the playgroup building with anyone unless prior permission has been given by a parent with parental responsibility.



### **3.18.3 Uncollected children**

Children can only be collected from the premises by a parent or carer with parental responsibility. If parents authorise another person to collect their child their details should be written down on the registration sheet in the morning and Playgroup staff informed. They should only be people for whom prior permission has been given on the child's entry record form. Only those aged over 16 years will be able to collect a child from playgroup.

If you know you will be unable to get to Playgroup for the end of session time, please contact us and let us know the situation as soon as possible.

The following procedure will be adopted for a child whose parent/carer fails to collect him/her at the end of the session:

- The child will remain on site in the care of two members of staff.
- The staff will telephone the emergency contact numbers on the registration form.
- If contact cannot be made with the parents/carers or other Emergency contact, or a child is repeatedly left in the care of the playgroup outside the session times the playgroup staff have a duty to contact the children's and young person's department of Gloucestershire social care services for advice
- **The Playgroup reserve the right to charge a late collection fee (equivalent to a full session's fees) if a parent/carer is more than fifteen minutes late for collection, or regularly turns up more than 5 minutes late without explanation.**



### **3.18.4 Fees**

- Fees are set by the Committee and are in line with Government funding rates.
- The fees are reviewed annually or when required.
- The administrator will give parents a bill towards the end of each term (based on 6 terms per annum) if the child does not receive Nursery funding to cover the full cost
- If the child attends more than one setting with total hours attending all settings going over the hours the Nursery Grant covers, parents will be required to pay the additional difference.
- The administrator will monitor the fees and reserves the right to add a late payment charge of 10%. If payments of fees are more than 4 weeks in arrears then your child's place at Playgroup may be at risk. Please see our debt recovery policy section 3.18.5 for further details.
- The Playgroup will accept the Nursery funding Grant for up to 15 free hours (or up to 30 hours for those eligible for extended funding). Eligible families will be given a form to complete either at the end of the previous term or at the beginning of the first term the grant is for.
- Fees are still payable even if the child does not attend the session including absence due to sickness or term-time holidays.
- **A full term's notice is required for the removal of a child from Amberley Playgroup, unless there are exceptional circumstances.**
- Amberley Playgroup operates a parent helper's rota and parents are encouraged to participate in this. This means helping once or twice a term. Duty rotas will be displayed near the notice board. Information about the role of the duty helper is given to all parents. Please see the notice board for the current Duty Rota Co-ordinator.
- Refunds for playgroup closure will be considered by the committee based on the situation in question. If advance notice is given of the closure, such as lack of electricity due to maintenance work then it is usual to refund any fees paid. A decision on situations such as snow closures will be made depending on group finances and the duration of the closure. In these situations, it would be normal to make refunds for any missed sessions that occurred if the playgroup was shut for more than 3 consecutive sessions.



### **3.18.5 Debt recovery policy**

We fully appreciated that circumstances change and there may be times when paying the playgroup fees becomes difficult. In this situation it is important that the Play leader or Treasurer/administrator are made aware as we will always do our best to come to an arrangement that suits all concerned.

Any arrangements will be laid out formally in a letter which will be signed by the parent and treasurer so there can be no misunderstanding on either side. Options may include setting up a weekly payment plan to clear the debt or a temporary reduction in hours to reduce the weekly cost.

Amberley Playgroup will also provide assistance for families seeking to investigate if they are eligible for help with funding from government schemes and other resources.

If payment for fees is delayed by more than 4 weeks and no arrangements have been made or any arrangements made have not been kept then the child's place at playgroup will be at risk. In the event of a child leaving playgroup with outstanding debt then it may be necessary to involve a debt recovery agency if payment is not forthcoming 4 weeks after the child has left, and there has been no response to reminder letters.



### **3.18.6 Duty Helpers information**

Thank you for helping at playgroup. Your input is invaluable and we really appreciate all you do. Below is a reminder of the jobs we need help with, and a few important points to note. Please ensure you are familiar with our emergency evacuation procedures which are on display on the notice board, and if you are unsure of anything please ask a member of staff. Only members of staff should answer the front door.

1. On arrival, please help with setting up. If you are able to arrive by 9am this would be a great help.
2. Please put out a jug of fresh drinking water and 6 cups in the allocated place.
3. Help/play with the children and assist with any activity.
4. About 10.20am please prepare the snack. (Playgroup's cupboard is the one under the boiler and the trays are under the kitchen sink). Please take time to read the health and safety/food preparation information on display. Always tie back hair when preparing the snack.
  - a. Wipe down 4 table groups using anti-bacterial spray provided.
  - b. Always wash hands thoroughly before preparing the snack and wipe all surfaces.
  - c. The Snack box is situated in the Playgroup wooden cupboard in the corner.
  - d. Wash fresh fruit and veg as appropriate. Prepare fruit into bite-sized pieces for children (cut grapes in half) using the Playgroup chopping board (for fruit and veg only).
  - e. Prepare 4 trays each with cups, plates, a tray of prepared fruit, the day's snack, a jug of milk and jug of water.
  - f. Prepare today's snack (see staff) as appropriate.
  - g. Carry 4 trays in whilst children are having carpet time immediately prior to snack or put items on the golden trolley for your child to push!
  - h. Provide a hot drink for yourself, staff and visiting adults if required - always use thermos cups. **Carry the cups in the deep trays provided and set down out of the reach of children. Always be cautious when carrying hot drinks.**
  - i. After snack time, wipe tables and wash and dry all items thoroughly and put away.
5. Wash up the cups and plates used at snack time; please use only the sinks under the windows. (Health and hygiene regulations).
6. If doing a duty on a Friday please would you empty and clean the fridge.
7. **If a child wants to go to the toilet, please do not take him/her yourself but find a member of staff, unless you have a DBS clearance from Amberley playgroup. This is a requirement of our child protection policy.**
8. Please take time to familiarise yourself with the playgroups child protection and confidentiality policy which are available for you to look at in playgroup, on the website or can be e-mailed to you
9. We respectfully ask that you avoid using your mobile phone during the session time and no photographs are permitted to be taken by duty parents.

#### **10. Most importantly have fun!**

Please note that only your child/children are permitted to accompany you into the kitchen, and must be well supervised at all times.



Please be aware of the following:

### **Emergency evacuation Procedure**

- A member of staff will be nominated each day to collect the register in the event of a fire or other reason to evacuate. The register is kept in a consistent place in the Playgroup cupboard.
- A member of staff will be nominated each day to check all areas of the building for any remaining children or adults (at the end of the evacuation).
- A member of staff will be nominated each day to check that all confidential records are secured in the event of an evacuation of the building.
- In the event of a fire / evacuation a member of staff will ensure that any child with a hearing impediment is aware of what is going on and of the procedure that will follow.
- In the event of a fire or reason to evacuate all staff will remain calm and will encourage the children to remain calm and keep together.
- Everyone in the building will leave the building as per the usual evacuation procedures, and assemble at the nominated assembly point. The evacuation procedure is practiced at least once a term
- On assembly at the assembly point the register will be checked to ensure that everyone is present.

A plan of the layout of the building and staff responsibilities if a fire should occur is displayed on the notice board. Parents on duty are made aware of this.



### **3.18.7 Admissions**

- We will endeavour to accommodate all children regardless of religion, race, gender, cultural background, or special need.
- Children will normally be admitted from the age of 2 years 6 months
- The Parent/ Carer can stay with the child until they are settled, in discussion with the child's key person. Should settling become an issue after 2 or 3 sessions then a plan to help the child settle will be discussed with the parents.
- The Parent / Carer are encouraged to do rota duty, but it is not a condition of admission to Amberley Playgroup. If no carer is able to act as a duty helper there may be other ways they can offer assistance to the group such as helping with fundraising.
- Amberley Playgroup will give priority to Children in the care of the local Authority and those with Special Education Needs.
- To request a place at Amberley Playgroup please refer to the admissions form.

### **3.18.8 Admissions policy**

To register for a place at Amberley playgroup parents are required to fill in a 'requesting a place' form and return it to playgroup. All forms received by March for the following September admission will be given equal consideration.

In the event of there being more applicants for places than spaces are available the following admissions criteria will be used to determine who is allocated places

Places are awarded based on the following criteria (not necessarily in this order)

- Proximity of home to Amberley.
- Age of child (priority is given to those starting school the next academic year, the minimum age at which children can start playgroup is 2 years 6 months.
- Number of sessions required (Priority is given to those children requesting 2 or more sessions)
- Consideration of additional needs such as Special Educational Needs, children under the care of the local authority or other reasons that necessitate admission to playgroup as requested by a statutory agency
- Current or recent attendance of siblings at Amberley Playgroup

Places will be allocated in the spring term prior to the academic year requested.



### **3.18.9 Attendance**

If attendance falls below 75%, the Committee reserves the right to review the allocation of that place, particularly if there is a waiting list in operation. Once a child is Nursery Granted and attendance falls below acceptable levels, Grants will have to be repaid in accordance with LEA regulations. Amberley Playgroup will record absence in the register taken daily. The reason for the absence as reported to playgroup staff will be recorded in an absence record book. This is regarded as best practice under child protection procedures

### **3.18.10 Waiting List**

Places at Playgroup will be allocated according to our admissions policy if the number of applicants exceeds the number of places available. Around March, places will be allocated for the forthcoming September and you should be advised of the current status in that term. We encourage parents to visit the Playgroup before reserving a space to ensure we are the Early Years establishment in which they wish to place their child and that we are able to meet their needs.

Amberley Parochial School has its own admission policy and attendance at the Playgroup is not one of the selection criteria. Please contact the school directly for its current admission policy.

### **3.18.11 Closures**

Should we not be able to adequately provide appropriate, qualified staff for any session we will need to close for that session. We will endeavour to inform parents in advance of the start of the session and we will also have staff or committee on hand to talk to parents and explain the situation.

In adverse weather situations we may need to close after considering the safety of children, parents and staff, and the statutory requirements for staff: child ratios if staff are unable to travel safely to the Parish rooms. Information about closure procedures are included in the Newsletters over the winter period and use will be made of our email system, website and Facebook to ensure all parents have the appropriate advice. The Playleader, in consultation with other members of staff and the committee will have the responsibility of making a final decision on playgroup closure.

In other extreme circumstances, should we feel unable to provide adequate services, we will close Playgroup for that session (e.g., if a power failure causes heating problems).

**Please see 'fees' procedure 3.18.4 for policy on refunds for playgroup closures.**



### **3.18.12 Enrolment Pack including registration form**

Our enrolment pack and registration form is frequently updated to reflect changes in statutory regulations and data collection procedures.

### **3.18.13 Amberley Playgroup Committee**

- The Playgroup is managed by a voluntary Committee made up of parents and friends of Playgroup. There are three officers (chair, secretary and treasurer) and up to five elected committee members, but usually 2.
- The Playgroup also has a Friends of Amberley Playgroup. This is also made up of parents and friends and its role is to support the committee particularly in fundraising activities.
- The Committee operates under the PATA constitution
- The key officers must have DBS clearances and Ofsted approval to form part of a body running a childcare establishment.
- The overall role of the Committee is to facilitate and support the successful running of Amberley Playgroup and Toddler Group ensuring a popular, happy setting which operates at capacity over the course of an academic year

#### **Management Role**

- Meet at least once a term along with Playgroup leader (and other staff if required) Leaders to ensure smooth running of settings
- Market and promote Playgroup and Toddler group as required
- Be supportive of fund-raising and parent liaison opportunities for both Playgroup and Toddler Group
- Be aware of regulatory bodies and help the Playgroup staff in compliance of all relevant demands
- Be prepared for regulatory inspections
- Help staff to formulate and implement action plans arising from inspections
- Act as ambassadors of Playgroup and Toddler Group within the Community
- Treat all information relating to staff, children and parents as strictly confidential and aim to adhere to all relevant playgroup policies.

#### **Staff Support Role**

- Form an employee management group for the management of staff
- Be supportive of day-to-day Playgroup and Toddler Group needs as advised by the staff such as staff shortages
- Recruit and manage staff, building a happy and productive team which meets the needs of the children and parents
- Ensure contracts are in place and manage staff appraisals, supervision and action plans annually in partnership with the playgroup leader



- Make timely and clear decisions on all day-to-day aspects e.g., purchase decisions, training requirements etc.
- Be available to all staff for discussions or queries, at pre-agreed times if necessary, being supportive of staff and their needs
- Provide quality feedback to staff along with appropriate training opportunities to ensure on-going development of people
- Facilitate team building amongst staff and motivate staff appropriately

#### **Budgetary Role**

- Manage the overall budget of the Playgroup and Toddler Group including the banking of monies, billing, paying suppliers, spend approval, producing annual report and accounts and satisfying regulatory demands
- Pay all staff promptly and accurately
- Aim to raise £1000 per annum through fund-raising activities



## **3.19 Records held at Amberley Playgroup and retention periods for records**

### **3.19.1 Record Keeping**

- All records on children are confidential.
- Parents have access to their child's records at all times upon request although in certain situations this may need to be a written request. See Data Subject access request procedures section 3.17.5 for further information
- Records are kept in locked filing cabinets in the Playgroup store cupboard. Keys are on-site for immediate access.
- Records to be kept are:
  - Registration Forms (returned to parents on leaving)
  - Attendance records - register (3 years)
  - Signing in and out books (termly)
  - Progress assessment records of children (passes on to school on entry or given to parents)
  - Any records suggested by professional bodies regarding special needs, safeguarding or child protection (until child is 24)
  - Emergency Evacuation drill held at least once a term (3 years)
  - Accident/physical intervention/incident records (until child is 24)
  - Administration of medicines records (3 years)
  - Curriculum-planning and evaluation (2 years)
  - Staff information and training incl. DBS clearance references (but not copies of certificates) (6 months once member of staff has left)
  - Risk assessment checks (termly)
  - Inspections (20 years)
  - Financial records (6 years)
  - Minutes of committee Meetings (6 years)
  - Insurance certificates (recommended to keep)
  - Complaints (3 years)



### **3.19.2 Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**

Amberley Playgroup complies with the recommended policy on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information.

#### **General Principles**

As an organisation using the DBS Disclosure service to help assess the suitability of applicants for positions of trust, Amberley Playgroup complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It also complies with its obligations under the GDPR 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

#### **Storage and Access**

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **Handling**

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure Information for any longer than is necessary. This is generally for a period of up to 6 months to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances it is considered necessary to keep Disclosure information for longer than six months we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions of storage and access will prevail.



## **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means (e.g., shredding, pulping or burning). While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or any other image of the Disclosure. However, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position it was requested for, the unique reference number and the details of the recruitment decision taken. This information will be recorded on a single central record that will be kept securely in the playgroup filing cabinet



### **3.20 Complaints procedure**

**'Providers must put in place a written procedure for dealing with concerns and complaints from parents and/or carers and must keep a written record of any complaints and their outcome. All providers must investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcomes of the investigation within 28 days of having received the complaint.'**  
**Statutory Framework for the Early years foundation stage 2021 section 3.75**

- **Policy statement**
- Amberley Playgroup believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly, by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.
- **Procedures**
- All settings are required to keep a written record of any complaints that reach stage two and above, and their outcome. This is to be made available to parents, as well as to Ofsted inspectors on request.
- **Making a complaint**
- **Stage 1**
- Any parent who has a concern about an aspect of the setting's provision talks over, first of all, his/her concerns with the setting leader.
- Most complaints should be resolved amicably and informally at this stage.
- **Stage 2**
- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to this stage of the procedure by putting the concerns or complaint in writing to the setting leader and the management team.
- The setting stores written complaints from parents in the child's personal file. However, if the complaint involves a detailed investigation, the setting leader may wish to store all information relating to the investigation in a separate file designated for this complaint.



- When the investigation into the complaint is completed, the setting leader or manager meets with the parent to discuss the outcome.
- Parents must be informed of the outcome of the investigation within 28 days of making the complaint.
- When the complaint is resolved at this stage, the summative points are logged in the Complaint Investigation Record.
- **Stage 3**
- If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the setting leader and the chair. The parent may have a friend or partner present if they prefer and the leader should have the support of the management team.
- An agreed written record of the discussion is made, as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, the summative points are logged in the Complaint Investigation Record.
- **Stage 4**
- If at the stage three meeting the parent and setting cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers, but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff or volunteers within PATA are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussions confidential. S/he can hold separate meetings with the setting personnel (setting leader and chair) and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.
- **Stage 5**
- When the mediator has concluded her/his investigations, a final meeting between the parent, the setting leader and the chair is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.



- **The role of the Office for Standards in Education, Children's Services and Skills (Ofsted) and the Local safeguarding children's Partnership**
- Parents may approach Ofsted directly at any stage of this complaint's procedure. In addition, where there seems to be a possible breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the Safeguarding and Welfare Requirements of the Early Years Foundation Stage are adhered to.
- The number to call Ofsted with regard to a complaint is: 0300 123 1231 or fill in a form online [www.ofsted.gov.uk/onlinecomplaints](http://www.ofsted.gov.uk/onlinecomplaints)

They state:

- 'If you are concerned about your child's playgroup, you should start by talking directly to the teachers or Chair Person, or the local authority. If you are not satisfied with the responses you have received Ofsted may be able to help. There are a number of things we can do, and in exceptional cases we can arrange an immediate inspection of the playgroup.
- You should contact our helpdesk, which is open from 8am to 8pm, Monday to Friday. Phone 0300 123 1231 or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk). Staff on the helpdesk will discuss your concerns with you, advise you about whether to put your complaint in writing to us or suggest other ways to deal with your concerns.'
- These details are displayed on our setting's notice board.
- If a child appears to be at risk, our setting follows the procedures of the Gloucestershire Safeguarding Children Partnership
- In these cases, both the parent and setting are informed and the setting leader works with Ofsted or the Local Safeguarding Children Partnership to ensure a proper investigation of the complaint, followed by appropriate action.
- **Records**
- A record of complaints in relation to our setting, or the children or the adults working in our setting, is kept on file; including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all complaints is recorded and kept on file which is available for parents and Ofsted inspectors on request.

From time to time, OFSTED receives complaints about providers. They will normally refer all such complaints to the provider to investigate in the first instance. In exceptional circumstances, for example where there are child protection allegations about a provider,



they will refer the complaint to the appropriate agency and take any necessary action about the continued registration of the provider.

Should any parent or helper/carer have any complaint concerning the running of the Playgroup then attempts should be made to discuss the matter fully at the earliest possible opportunity.

**IF THE COMPLAINT INVOLVES A CHILD PROTECTION CONCERN OR SERIOUS ALLEGATION REGARDING STAFF THE COMPLAINT MUST BE DELT WITH ACCORDING TO THE PLAYGROUP'S CHILD PROTECTION POLICY OR ALLEGATION MANAGEMENT POLICY.**

Parents should consult the designated safeguarding lead (Cathy Brown), a Deputy Designated safeguarding lead (Karan Hoskins) The chair of the committee or the child protection representative on the committee (see notice board for current contact details)



## **APPENDICES**



# **Disciplinary & Dismissal Procedures & Appeals Process**

## **Informal Warning**

When an employee is not performing satisfactorily or is misbehaving at work, the first priority will be to help the employee to improve. Appropriate EMG members will have an informal discussion of the problem with the employee. The EMG will explain what the employee is doing wrong and what he/she will be required to do to come up to an appropriate standard. Notes may be kept of discussions and actions.

## **Formal Warning**

If the issue is not resolved or the matter is more serious, the EMG will take the matter to a more formal level. The employee may be suspended on full pay while an investigation takes place. If the line manager is not satisfied with the employee's explanation, a letter will be written to the employee setting out the problem, what the employee is expected to do about it, when an improvement is expected and what the employer will do if there is no improvement. Where the employee's poor performance or misconduct is sufficiently serious, for example because it is having a harmful effect on the business, it may be appropriate to issue a final warning.

A final written warning will give details of and the grounds for the complaint. It will warn the employee that failure to improve or modify behaviour may lead to discipline or dismissal.

Should the situation still not improve, and the employer considers further action against the employee is necessary the standard procedure will be started.

## **Standard Disciplinary and Dismissal Procedure (3-step process)**

### Step 1: The Written Statement

The EMG must prepare a statement setting out what the employee has done or failed to do that may result in disciplinary action or dismissal. A copy of this statement must be **sent** to the employee and a meeting must be arranged to discuss the matter. The employee must be advised of their right to be accompanied.

### Step 2: The Meeting

A face-to-face meeting must be held between the EMG and the employee. The employee must be given time to consider the facts of the complaint prior to the meeting. The employee must be informed of the decision, and their right to appeal.

### Step 3: The Appeal

If the employee wishes to appeal, he/she must inform the EMG, who must then arrange a second meeting to hear the appeal. The EMG must inform the employee of the outcome of the appeal, in writing, after the meeting. It must be made clear to the employee that this decision is final.

## **Modified Dismissal Procedure - Dismissals ONLY (2-step process)**

### Step 1: The Written Statement

The EMG must **send** the employee a written explanation of the alleged misconduct that led to their dismissal – including the evidence for this decision and the employee's right to appeal.

### Step 2: The Appeal

If the employee wishes to appeal, he/she must inform the EMG. The EMG will invite the employee to a meeting to discuss the appeal. The employee must be given the EMG's final decision after the meeting. The employee must be advised of their right to be accompanied.



# **Employee Grievance Procedure and Appeal Process**

## **Purpose of the Grievance Procedure**

The aim of this Procedure is to enable employee grievances to be dealt with fairly, justly and equally.

## **The Procedure**

If the employee's grievance cannot be dealt with informally, i.e., in a discussion with the EMG, the following Standard Grievance Procedure (the 3-step process) will apply:

- Step 1: Put it in writing  
The employee must send a written explanation of their grievance to the EMG, stating the basis for their complaint.
- Step 2: Meet and discuss  
The EMG will invite the employee to a meeting to discuss the issue (the employee should take all reasonable steps to attend). After the meeting, the EMG must inform the employee of their decision and offer the employee the right to appeal. The employee must be advised of their right to be accompanied.
- Step 3: The appeal  
If the employee wishes to appeal, he/she must inform the line manager, who must then arrange a second meeting to hear the appeal. The EMG must inform the employee of the outcome of the appeal, in writing, after the meeting. It must be made clear to the employee that this decision is final.

The Modified Grievance Procedure (the 2-step process) applies when employment has ended and either:

- The setting and the employee agree the modified procedure should be followed OR
- The setting or the employee are unable to complete a step in the standard grievance procedure (as described above)

The Modified Grievance Procedure is:

- Step 1: Put it in writing  
The employee must send a written explanation of their grievance to the EMG, stating the basis for their complaint.
- Step 2: Appeal  
The EMG's response will be set out in writing and sent to the employee.



## **Appendix 2- Recruitment of Ex-Offenders**

As an organisation using the DBS Disclosure service to assess applicant's suitability for positions of trust, Amberley Playgroup complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Amberley Playgroup is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on skills, qualifications and experience.

. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested. Disclosure is part of the application form and is withheld from the short-listing panel but available to the interview panel if the applicant is shortlisted.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with Amberley Playgroup and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Amberley Playgroup to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Amberley Playgroup who are involved in the recruitment process have been suitably trained to identify and address the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g., the Rehabilitation of Offenders Act.



At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of offences or other matter that might be relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the background of your offences.



## **Appendix 3**

### **Job Descriptions**

**Job Title:** Playgroup Leader  
**Employed By:** Amberley Playgroup and Toddler Group  
**Accountable To:** Committee  
**Line Manager:** Employee Management Group of the Committee

#### **Overall Role**

The Playgroup Leader should lead the delivery of continuous high-quality childcare and early education with patience, understanding, warmth and a sense of fun; and enjoy being with children.

The Playgroup Leader is expected to be able to perform any of the duties required of the other staff. In addition, the Playgroup Leader has overall responsibility for the safety and welfare of the children, and for the efficient day-to-day operation of the Playgroup. The Playgroup Leader is the main link person between the committee, the parents and the staff.

#### **Duties towards the children**

- Ensure that the care of the children meets the Statutory requirements of the Early years Foundation Stage
- Be familiar with the Early Learning Goals
- Organise space and resources to meet children's needs effectively and lead the long-, medium- and short-term activity planning process to provide a bright, clean, welcoming and stimulating environment for children at all times
- Be aware of the differing needs of a wide range of children and to be able to meet those needs and promote their welfare
- Help the children feel valued and good about themselves
- Ensure the children in your care are safe at all times
- Ensure that unacceptable behaviour is dealt with in accordance with the procedures and rules of the setting
- Observe children and use these observations to inform planning
- Supervise the children, ensuring a correct adult to child ratio
- Actively promote confidentiality and equality of opportunity and anti-discriminatory practice for all children, parents and staff
- Work in partnership with parents to meet the children's needs, individually and as a group, communicating with parents in a positive manner and encouraging their involvement in the Playgroup
- Liaise with Senco should concerns arise regarding a child's development following discussion with parents, as appropriate
- Administer medication strictly in line with parental consent and Playgroup Policy
- Ensure the premises are safe and secure
- Organise the completion of risk assessments
- Allocate children between the staff so they become the Key Worker to those children
- Act as Key Worker to specific individuals
- Make decision to close Playgroup if standards have not been met, liaising with any officers of the committee



### **Staff Duties**

- Ensure that all staff operate within the Statutory requirements of the Early Years Foundation Stage
- Build a good working team, encourage team members to participate and put forward ideas by leading regular discussions about the day-to-day running of the setting. Highlight any staff issues to the committee promptly
- Ensure adequate staff cover at all times
- Ensure training and qualification requirements of team members are met - encourage opportunities for expansion within each member of staff's role
- Prepare for appraisal with EMG to ensure it is focused, productive and adds value. Input into other staff appraisal preparation. Appraisals will occur at least once each academic year
- Ensure there is at least one SENCO trainer staff member within the team
- Keep up to date with the latest ideas in the under-5 field, using PATA courses, relevant publications and Gloucestershire Early Years and Childcare Services; attend update training in First Aid and Child Protection and Hygiene as necessary
- Attend Early Years liaison meetings and deliver cascade training to the team
- Liaise with the treasurer regarding billing, nursery grant applications and time sheets
- Liaise with designated committee officer regarding staff CRB clearances so that they are applied for and kept up to date

### **Management Function**

- Positively promote the health and safety provision relating to the premises, staff and children
- Ensure equipment and premises are in good order and regular risk assessments are carried out
- Ensure furniture, equipment and toys are suitable in design and condition, well maintained and conform to safety standards
- In conjunction with the Committee, be a part of the consultation to draw up policies and procedures for the setting, including the provision of efficient and safe management, the promotion of welfare, care and learning of children, lost child, parent not turning up to collect a child, registration and fire policies, complaints etc. and put them in a manual available to the staff and parents for reference and ensure they are followed
- In conjunction with the Committee, complete a setting self-evaluation to satisfy Ofsted inspection requirements and keep appropriate records
- Maintain policy and procedure documents relating to Comply with Children's Act Regulations
- Write up actions plans re: Ofsted
- Open up/closedown the settings for sessions – arriving in time to set up the day's activities before opening and stay to help clear up after each session
- Ensure efficient and economic use of all resources
- Attend Playgroup Committee meetings where possible and produce an annual report
- Liaise with Committee Chair on regular basis regarding matters concerning the running of the Playgroup
- Liaise with Deputy on the children's entry list and waiting list to ensure it is kept up-to-date
- Ensure all visitors are welcomed, talk to visitors about the Playgroup and the care and service provided therein
- Keep a wish list for future items to be purchased
- Communicate with parents and carers in a positive and mutually respectful manner and encourage parental involvement in the sessions and be aware of training opportunities available to parents

### **Administrative Duties**

- Keep a daily register and relevant records, including registration and accident book details
- Understand and implement planning, assessment and record-keeping procedures
- Maintain own time sheets



# **Job Description for Deputy Playgroup Leader**

**Job Title:** Deputy Playgroup Leader  
**Employed By:** Amberley Playgroup and Toddler Group  
**Accountable To:** Committee  
**Line Manager:** Employee Management Group of the Committee

## **Overall Role**

**Support the delivery of continuous high-quality childcare and early education with patience, understanding, warmth and a sense of fun; and enjoy being with children.**

## **Duties towards the Children**

- Ensure that the care of the children meets the National Standards for pre-school provision
- Be familiar with the work to Early Learning Goals
- Support the Play Leader in organising space and resources to meet children's needs effectively and implement the long-, medium- and short-term activity planning process to provide a bright, clean, welcoming and stimulating environment for children at all times
- Be aware of the differing needs of a wide range of children and to be able to meet those needs and promote their welfare
- Help the children feel valued and good about themselves
- Ensure the children in your care are safe at all times
- Ensure that unacceptable behaviour is dealt with in accordance with the procedures and rules of the setting
- Observe children and feed these observations into records and to Playgroup Leader to inform planning
- Help supervise the children, ensuring a correct adult to child ratio
- Work in partnership with parents to meet the children's needs, individually and as a group
- Actively promote confidentiality and equality of opportunity and anti-discriminatory practice for all children, parents and staff
- Communicate with parents in a positive manner and encouraging their involvement in the Playgroup
- Administer medication strictly in line with parental consent and Playgroup Policy
- Ensure furniture, equipment and toys are suitable design and condition, well maintained and conform to safety standards
- As Senco, seek outside professional advice should concerns arise regarding a child's development following discussion with parents, as appropriate
- Help ensure the premises are safe and secure
- Complete risk assessments
- To act as Key Worker to specific individuals

## **Management Function**

- Help positively promote the health and safety provision relating to the premises, staff and children
- Help check equipment and premises are in good order and regular risk assessments are carried out
- Be prepared to lead sessions in the absence of the Play Leader
- Maintain the children's entry list and waiting list and ensure it is kept up to date
- Support the Playgroup Leader with the maintenance of policy and procedure documents and Ofsted self-evaluations if required
- Comply with Children's Act Regulations
- Assist in writing action plans re: Ofsted
- Arrive in time to set up the day's activities before opening and stay to help clear up after each session - open up/closedown the settings for sessions in Playgroup Leader's absence
- Inform Play Leader of ideas for the wish list for future items to be purchased
- Ensure efficient and economic use of all resources
- Attend Playgroup Committee meetings where possible
- Maintain own time sheets
- To communicate with parents and carers in a positive and mutually respectful manner and to encourage parental involvement in the sessions and be aware of training opportunities available to parents



#### **Staff Responsibilities**

- Support Play Leader in building a good working team
- Prepare for appraisals with EMG to ensure it is focused, productive and adds value. Appraisals will occur at least once each academic year. Input into other staff appraisal preparation.
- Keep up to date with the latest ideas in the under-5 field, using PATA courses, relevant publications and Gloucestershire Early Years and Childcare Services; attend update training in First Aid and Child Protection and Hygiene as necessary
- Attend Early Years liaison meetings if Play Leader cannot, and deliver cascade training to the team
- To attend committee meetings and training as requested

#### **Administrative Duties**

- To support Playgroup Leader in keeping a daily register and relevant records, including registration and accident book details
- To implement planning, assessment and record-keeping procedures
- To maintain own time sheets



# **Job Description for Playgroup Assistant**

**Job Title:** Playgroup Assistant  
**Employed By:** Amberley Playgroup and Toddler Group  
**Accountable To:** Committee  
**Line Manager:** Employee Management Group of the Committee

## **Overall Role**

**Support the delivery of continuous high-quality childcare and early education with patience, understanding, warmth and a sense of fun; and enjoy being with children.**

## **Duties towards the Children**

- Ensure that the care of the children meets the National Standards for pre-school provision
- Be familiar with the work to Early Learning Goals
- Support the Play Leader in organising space and resources to meet children's needs effectively and implementing the long-, medium- and short-term activity planning process to provide a bright, clean, welcoming and stimulating environment for children at all times
- Help with organising space and resources to meet children's needs effectively and lead the long-, medium- and short-term activity planning process to provide a bright, clean, welcoming and stimulating environment for children at all times
- Be aware of the differing needs of a wide range of children and to be able to meet those needs
- Help the children feel valued and good about themselves
- Ensure the children in your care are safe at all times
- Ensure that unacceptable behaviour is dealt with in accordance with policies
- Help supervise the children, ensuring a correct adult to child ratio
- Work in partnership with parents to meet the children's needs, individually and as a group
- Actively promote confidentiality and equality of opportunity and anti-discriminatory practice for all children, parents and staff
- Communicate with parents in a positive manner and encourage parental involvement in sessions
- Administer medication strictly in line with parental consent and Playgroup Policy
- Help ensure the premises are safe and secure
- Help complete risk assessments
- To act as Key Worker to specific individuals
- Help with the observation of children

## **Staff Responsibilities**

- Support Play Leader in building a good working team
- Prepare for appraisals with EMG to ensure it is focused, productive and adds value. Appraisals will occur at least once each academic year. Input into other staff appraisal preparation.
- Attend update training in as necessary
- Attend staff and committee meetings as required
- Keep up to date with the latest ideas in the under-5 field, using PATA courses, relevant publications and Gloucestershire Early Years and Childcare Services; attend update training in First Aid and Child Protection and Hygiene as necessary

## **Management Duties** Help positively promote the health and safety provision relating to the premises, staff and children

- Help check equipment and premises are in good order and regular risk assessments are carried out
- Comply with Children's Act Regulations
- Arrive in time to set up the day's activities before opening and stay to help clear up after each session
- Inform Play Leader of ideas for the wish list for future items to be purchased
- Ensure efficient and economic use of all resources
- Maintain own time sheets
- Communicate with parents and carers in a positive and mutually respectful manner
- Welcome visitors

## **Administrative Duties**

- Support Playgroup Leader in keeping a daily register and relevant records, including registration and accident book details
- Implement planning, assessment and record-keeping procedures
- Maintain own time sheets



## **Appendix 4 - Complaints Record**

Date of complaint:

**A. Source of complaint**

- Parent (in writing or email)
- Parent (in person)
- Parent (by phone)
- Staff member
- Anonymous
- Ofsted (include complaint number if known)
- Other (please state)

**B. Nature of complaint (please tick all areas to which the complaint relates)**

- Safeguarding & Welfare
- Suitable People
- Health
- Behaviour management
- Safety and Suitability of Premises, Environment and Equipment
- Equal opportunities
- Information and records
- Information about the child
- Information for parents and carers
- Learning and development requirements

Please give details of the complaint.

**C. How was it dealt with?**

- Internal investigation
- investigation by Ofsted
- Investigation by other agencies (please state)

Please give details of any internal investigations or attach any outcome letter from Ofsted.

**D. Actions and outcomes**

- Internal actions
- Actions agreed with Ofsted
- Changes to conditions of registration
- Other action taken by Ofsted
- No action
- Actions imposed or agreed with other agencies



## **Appendix 5- Policy to support On-going suitability to work with children**

A copy of the latest on -going suitability check form will be included in the paper version of this document on display in the playgroup building



## Appendix 6- Recruitment documents



**Amberley Playgroup and Toddler group – Playgroup Assistant required, term time only – approx. 15 hours per week. £8 per hour**

A playgroup assistant is required to join our friendly and dynamic playgroup team for approx. 15 hours per week. Hours will be by negotiation but will include Monday 8.30-14.00, Friday 8.30-13.00 and either a Tuesday or Thursday.

Working under the supervision of the play leader, you will join the team providing high quality playgroup activities in our Ofsted rated 'outstanding' setting. You will also help run at least one toddler session per week.

The successful applicant will be expected to comply with all statutory and mandatory training requirements and will ideally hold a full and relevant childcare qualification at level 3, although consideration will be given to unqualified applicants who are willing to undertake the relevant training.

For an application pack, further information or to arrange an informal visit, please contact Amberley Playgroup on 01453 872571 or email [contact@amberleyplaygroup.co.uk](mailto:contact@amberleyplaygroup.co.uk)

Amberley playgroup is committed to safeguarding and promoting the welfare of young children. All applicants who are shortlisted for interview will be required to provide referees who will be approached for references prior to interview. Shortlisted applicants must also complete a self-disclosure form. Any formal offer of the position will be conditional on clearance from the disclosure and barring service and satisfactory references.

[www.amberleyplaygroup.co.uk](http://www.amberleyplaygroup.co.uk)



## **Job Description for Playgroup Assistant**

**Job Title: Playgroup Assistant**

**Employed By: Amberley Playgroup and Toddler Group**

**Accountable To: Voluntary Management Committee**

**Line Manager: Employee Management Group (A sub group of the voluntary management committee)**

**Overall Role: Support the delivery of continuous high-quality childcare and early education with patience, understanding, warmth and a sense of fun; and enjoy being with children.**

### **Main Duties**

- Ensure that the care of the children meets the statutory requirements for the EYFS.
- Be familiar with the EYFS and development matters.
- Support the Play Leader in organizing space and resources to meet children's needs effectively and implementing the planning process to provide a bright, clean, welcoming and stimulating environment for children at all times
- Be aware of the differing needs of a wide range of children and to be able to meet those needs
- Help the children feel valued and good about themselves
- Ensure the children in your care are safe and that all safeguarding/ child protection policies and procedures are strictly adhered to at all times.
- Ensure that unacceptable behaviour is dealt with in accordance with policies
- Help supervise the children, ensuring a correct adult to child ratio
- Work in partnership with parents to meet the children's needs, individually and as a group
- Actively promote confidentiality and equality of opportunity and anti-discriminatory practice for all children, parents and staff
- Communicate with parents in a positive manner and encourage parental involvement in sessions
- Administer medication strictly in line with parental consent and Playgroup Policy
- Help ensure the premises are safe and secure
- Help complete risk assessments
- To act as Key Worker to specific individuals if required.
- Help with the observation and assessment of children, and planning of next steps to ensure continued progress.

### **Responsibilities**

- Support Play Leader in building a good working team
- Prepare for appraisals and supervision meetings with the Employee Management Group to ensure they are focused, productive and add value. Appraisals occur at least once each academic year. Input into other staff appraisal preparation.
- Attend update training as necessary
- Attend staff and committee meetings as required
- Keep up to date with the latest developments in the early years sector, using PATA courses, relevant publications and Gloucestershire local authority training; attend update training in First Aid and Child Protection as required.

### **Management Duties**

- Help positively promote the health and safety provision relating to the premises, staff and children Help check equipment and premises are in good order and regular risk assessments are carried out



- Comply with Children's Act Regulations
- Arrive in time to set up the day's activities before opening and stay to help clear up after each session
- Inform Play Leader of ideas for the wish list for future items to be purchased
- Ensure efficient and economic use of all resources
- Maintain own time sheets
- Communicate with parents and carers in a positive and mutually respectful manner
- Welcome visitors

#### **Administrative Duties**

- Support Playgroup Leader in keeping a daily register and relevant records, including registration and accident book details

#### **Planning, assessment and record-keeping procedures**

- Maintain own time sheets.
- Contribute to children's learning journeys and other progress reports, undertaking observations and assessments as necessary with both groups and individual children.



## **Amberley Playgroup and Toddler Group – Person Specification**

Job title: Playgroup Assistant

Attribute	Essential	Desirable
1 Qualifications	<ul style="list-style-type: none"> <li>• Basic literacy and numeracy</li> <li>• Relevant level 2 qualification</li> <li>• Knowledge of the Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Level 3 qualification</li> <li>• SENCO training</li> </ul>
2 Skills and Knowledge	<ul style="list-style-type: none"> <li>• Committed to the safe guarding and welfare of young children,</li> <li>• Prioritise and manage own workload</li> <li>• Be aware of the differing needs of children and how to meet those needs</li> <li>• Understanding and ability to implement planning, assessment and record keeping procedures</li> <li>• Excellent knowledge of child development</li> <li>• Awareness of equal opportunities, racial and sexual discrimination</li> <li>• Ability to communicate at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Experience of completing children's developmental logs.</li> <li>• Experience of completing observations.</li> </ul>
3 Experience	<ul style="list-style-type: none"> <li>• Experience of planning or undertaking fun and stimulating activities for pre-school children.</li> <li>• Experience of working as a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Work with young children in a playgroup setting</li> </ul>
4 Personal Qualities	<ul style="list-style-type: none"> <li>• Friendly, flexible and adaptable.</li> <li>• Honest and caring</li> <li>• Energetic and enthusiastic</li> <li>• Ability to work as part of a team</li> <li>• Works well under pressure</li> <li>• Ability to work without supervision</li> <li>• Enjoy being with children</li> </ul>	
5. Other factors	<ul style="list-style-type: none"> <li>• Committed to implementation of Amberley playgroups policies and procedures.</li> <li>• Ability to attend mandatory training days</li> </ul>	<ul style="list-style-type: none"> <li>• Has own transport and clean license</li> <li>• Willing to represent the playgroup at external events.</li> <li>• Experience of working with a voluntary management committee</li> </ul>

Chair of Employee Management Group: Georgina Holmes

Play leader: Cathy Brown

Date: October 2013



## Amberley Playgroup and Toddler Group Application Form

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### PERSONAL INFORMATION

Details entered in this part of the form will be withheld from the short-listing panel.

#### Personal Details

<i>Surname/Family name</i>	
<i>First name</i>	
<i>Middle name(s)</i>	
<i>Title</i>	
<i>UK National Insurance Number</i>	

<i>Address Line 1</i>	
<i>Address Line 2</i>	
<i>Address Line 3</i>	
<i>Town/City</i>	
<i>County</i>	
<i>Postcode</i>	
<i>Country</i>	

<i>Home Tel.</i>	
<i>Mobile Tel.</i>	
<i>Work Tel.</i>	
<i>May we contact you at work?</i>	

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes No (please select).

If you answered No to the above:

Does your visa have a condition restricting employment or occupation in the UK?

Yes No (please select).

Please supply details of any visa currently held, number, start/expiry dates and details of any restrictions.



Visa Number	
Start Date (DD/MM/YY)	
Expiry Date (DD/MM/YY)	
Details of Restriction	

*If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview? Yes      No (please select)*

*If yes, please give details*



## DISCLOSURE FORM

This section of the application form is not made available during the short-listing process. The information collected will only be viewed if you are shortlisted for interview.

<i>Date of Birth (dd/mm/yyyy)</i>	
<i>Gender</i>	

### **Criminal Convictions**

*Are you currently bound over, or do you have any unspent convictions issued by a Court or Court Martial in the UK or any other country?*

*If yes, please give details*

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

*Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?*

*If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. Please note: you do not need to tell us about parking offences.*



## APPLICATION FOR EMPLOYMENT

### QUALIFICATIONS

Details entered in this part of the form will be made available to the short-listing panel.

#### Education & Professional Qualifications

All qualifications disclosed will be subject to a satisfactory check.

Subject/Qualification	Place of study	Grade/Result	Year obtained

#### Training Courses Attended

Course title	Training provider	Duration	Year obtained

#### Membership of professional bodies (if applicable)

Professional Body	Membership status

## EMPLOYMENT HISTORY

Please give details of your previous employment, commencing with the most recent period of employment.



<i>Employer name</i>	
<i>Employer address</i>	
<i>Type of business</i>	
<i>Telephone number</i>	
<i>Job title</i>	
<i>Start date End date (if applicable)</i>	
<i>Period of notice</i>	
<i>Reason for leaving (if applicable)</i>	
<i>Brief description of your duties and responsibilities</i>	

<i>Employer name</i>	
<i>Employer address</i>	
<i>Type of business</i>	
<i>Job title</i>	
<i>From</i>	
<i>To</i>	
<i>Reason for leaving</i>	
<i>Brief description of your duties and responsibilities</i>	



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<i>Employer name</i>	
<i>Employer address</i>	
<i>Type of business</i>	
<i>Job title</i>	
<i>From</i>	
<i>To</i>	
<i>Reason for leaving</i>	
<i>Brief description of your duties and responsibilities</i>	

<i>Employer name</i>	
<i>Employer address</i>	
<i>Type of business</i>	



<i>Job title</i>	
<i>From</i>	
<i>To</i>	
<i>Reason for leaving</i>	
<i>Brief description of your duties and responsibilities</i>	

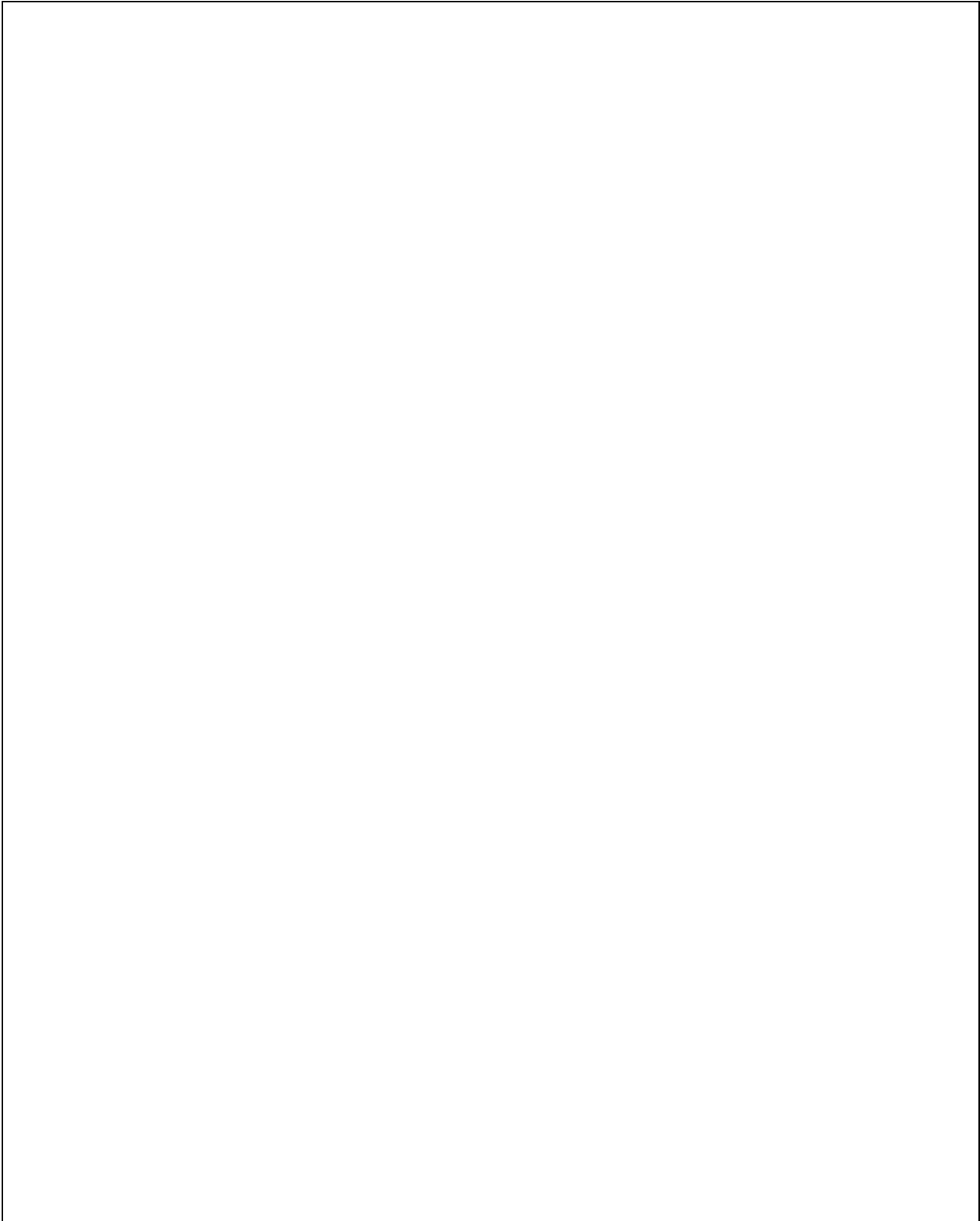
*If you have any gaps within your employment history, please state in the box below.*

## ADDITIONAL INFORMATION

### Supporting Information

*Please use this section to tell us any additional information that supports your application.*







## REFERENCES

**Referee 1**

<i>Title</i>	
<i>Surname</i>	
<i>First name</i>	
<i>Job title</i>	
<i>Address line 1</i>	
<i>Address Line 2</i>	
<i>Address line 3</i>	
<i>Town</i>	
<i>County</i>	
<i>Postcode</i>	
<i>Country</i>	
<i>Telephone</i>	
<i>Email</i>	
<i>Relationship</i>	
<i>Can the referee be approached prior to interview?</i>	

**Referee 2**

<i>Title</i>	
<i>Surname</i>	
<i>First name</i>	
<i>Job title</i>	
<i>Address line 1</i>	
<i>Address Line 2</i>	
<i>Address line 3</i>	



<i>Town</i>	
<i>County</i>	
<i>Postcode</i>	
<i>Country</i>	
<i>Telephone</i>	
<i>Email</i>	
<i>Relationship</i>	
<i>Can the referee be approached prior to interview?</i>	



**PERSONAL & CONFIDENTIAL**

**DECLARATION**

**Declaration**

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

I agree to the above declaration

Signed:

Print Name:

Date:



Amberley Playgroup and Toddler Group  
The Parish Rooms  
Amberley  
Stroud  
GL5 5JG  
**Date**

Name and address of applicant

Dear **Name of applicant**,

Re: Application for **Job role**.

Thank you for your application for the position of **Job role**.

I would be grateful if you could attend an interview on **Date** at **time** at **location for interview**.

The interview will be with **Names and roles of the members of the interview panel**.

The interview is scheduled to last for approximately 30 minutes.

Please can you bring the following documentation with you to the interview: Proof of identity and entitlement to work in the UK, proof of address and a form of photographic identification.

Prior to the interview we will be contacting your referees as given on your application form. If you have stated that you do not wish us to contact your current employer, this reference will not be taken up unless you are successful at interview.

Please contact **named playgroup contact** on 01453 872571 to confirm your attendance at the interview.

Yours sincerely

**Name of committee chair**

Chair of Amberley Playgroup



## Reference requests



Amberley Playgroup and Toddler Group  
The Parish Rooms  
Amberley  
Stroud  
GL5 5JG  
**Date**

### PRIVATE AND CONFIDENTIAL

**Name and address of referee**

Dear **Name of referee**,

Re: Reference for the post of **Job title**. Applicant: **Applicant Name**, Date of birth **Applicant date of birth**.

**Applicant name** has applied for the post of **Job title** at Amberley Playgroup and has given me your name as a referee.

I would be most grateful if you could complete the enclosed reference questionnaire and return it to me in the envelope provided by **date for return of reference**.

If you would like to include any further supporting comments for your reference, please include these with the questionnaire.

When completing the enclosed questionnaire please be aware that you have a legal liability for the reference you provide and therefore the reference should not contain false information. The reference you provide may also be discussed with the applicant at interview.

I would also like the opportunity to telephone you in the event that I require any further detail or clarification on any part of the reference you provide.

Thank you for taking the time to complete this reference request. Should you wish to discuss the request further please contact me via Amberley Playgroup on 01453 872571.

Yours sincerely

**Name of chair**

Chair of Amberley Playgroup

Enclosed: Job description





Name of applicant:	Date of Birth:
Address:	
Post applied for:	
Please state whether you are providing a character or a work-based reference: (Please circle)          Character          Work based	
In what capacity do/ did you work with/ know the candidate?	
If you are providing a character based reference, how long have you known the applicant for?	
Please state the dates of employment with you:	
Position Held with you:	
Main duties and responsibilities held:	
Please give details on their work performance during their employment with you:	
Please give details on their conduct during their employment with you:	



<p>Is there any reason to your knowledge why this applicant should not work with children? If yes, please state your reason.</p>
<p>Has this individual ever been subject to a formal disciplinary/ capability procedure during their employment/ association with you?</p>
<p>Would you re-employ the individual? (please circle) Yes No If no, please state your reason why not.</p>
<p>Having read the job description, do you feel that this candidate is suitable for the post? (please circle) Yes No If yes, please give details on how you feel their skills and attributes would suit the role:</p>
<p>Declaration I confirm that all the information supplied is a true and correct record of the above named individuals performance/ character</p> <p>Signature:</p> <p>Date:</p> <p>Position:</p> <p>Daytime Telephone Number:</p>



## **Appendix 6 Registration forms and entry record documentation**

### **Requesting a place at Amberley Playgroup**

To register your interests in a place at Amberley Playgroup please complete the form below and either return via email to Cathy Brown , [contact@amberleyplaygroup.co.uk](mailto:contact@amberleyplaygroup.co.uk) or postal address is Amberley Playgroup, The Parish Rooms, Amberley, Stroud, GL5 5JG.

- Age of child (Minimum start age is 2 years 6 months).

**Children should attend for a minimum of 2 sessions.**

Places will be allocated in the spring term prior to the academic year requested. Visits can be arranged at this time. All decisions are at the discretion of the committee.

Sessions Available:

Monday 9am to 12.15pm
Monday 12.15pm to 3.00pm (please supply a packed lunch) Please note: this session is only available if your child attends the Monday morning session.
Wednesday 9am to 12.15pm
Wednesday 12.15pm to 3.00pm CHILDREN IN THE YEAR BEFORE THEY START SCHOOL IN SEPTEMBER ONLY (supply a packed lunch). Please note: this session is only available if your child attends the Wednesday morning session.
Thursday 9am to 12.15pm
Thursday 12.15pm to 3.00pm (please supply a packed lunch) Please note: this session is only available if your child attends the Thursday morning session.
Friday 9am to 12.15pm

Our session fees are £4.00 per hour. We accept government funding for 3 year olds for up to 15 hours per week. Your child will be eligible for this funding from the term after they have turned 3 (i.e. Children who turn 3 between 1<sup>st</sup> September and 31<sup>st</sup> December will be eligible for funding from the following January). This is in accordance with the governments guidelines. We currently offer 21.25 hours. Depending on circumstances you may be eligible for up to 30 hours paid childcare. See Staff for details.

**N.B. Attendance at Amberley Playgroup has no impact upon getting a place at Amberley School as the school admissions process is entirely separate.**

**All forms should be returned by 1<sup>st</sup> March to be considered for a place for the forthcoming academic year (September through to July). Places will be allocated in accordance with our admissions policy.**



## Requesting a place at Amberley Playgroup

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date when 2 yrs 6 months: \_\_\_\_\_

Start date requested: \_\_\_\_\_

Sessions requested (please tick)

<b>Monday 9am to 12.15pm</b>	
<b>Monday 12.15 to 3pm (SUPPLY A PACKED LUNCH)</b> Please note: we do not offer places for this session unless your child attends the Monday morning session too.	
<b>Wednesday 9am to 12.15pm</b>	
<b>Wednesday 12.15pm to 3pm CHILDREN IN THE YEAR BEFORE SCHOOL ONLY)(SUPPLY A PACKED LUNCH)</b> Please note: we do not offer places for this session unless your child attends the Wednesday morning session too.	
<b>Thursday 9am to 12.15pm</b>	
<b>Thursday 12.15pm to 3.00pm (SUPPLY A PACKED LUNCH)</b> Please note: we do not offer places for this session unless your child attends the Thursday morning session too.	
<b>Friday 9am to 12.15pm</b>	

Does your child attend any other setting? \_\_\_\_\_

\_\_\_\_\_

To be completed by staff only.

Date application received: \_\_\_\_\_

Prior siblings' attendance date: \_\_\_\_\_