

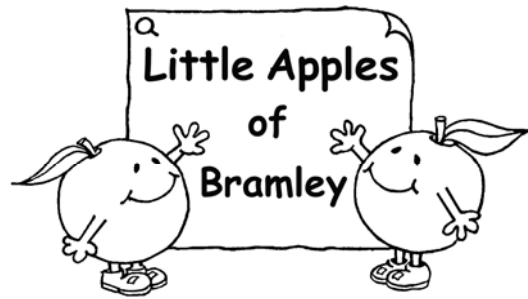
Little Apples of Bramley is a Registered Charity no. 1045353

Little Apples of Bramley

Policies and Procedures

All policies and procedures are reviewed on an annual basis, unless there are necessary changes before this time.

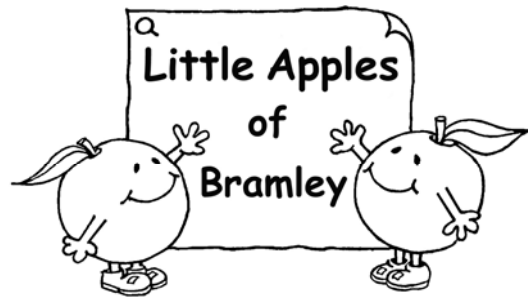
Last Review: June 2009
Next Review Due: June 2010



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Contact names and addresses

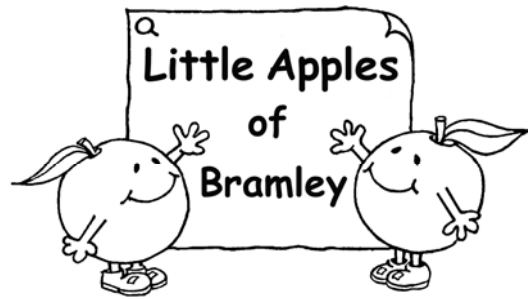
Should you need to contact anyone regarding these policies and procedures please see the details below:

Little Apples of Bramley
Bramley Village Hall
The Street
Bramley
Tadley
Hampshire
RG26 5BP

Tel: 0799 0635 806

Pre-school Learning Alliance www.pre-school.org.uk

Ofsted 08456 404040 (Ofsted number for parents/policies)
www.ofsted.gov.uk
enquiries @ofsted.gov.uk



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1. Accidents and Incidents Policy and Procedures

All accidents to children and adults must be recorded on the relevant Accident Report Sheet as soon as possible.

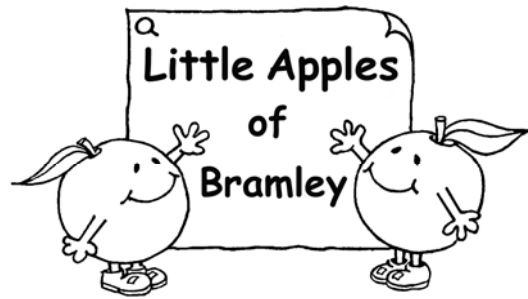
Accidents to children

Record must include:

- Name of child and date of birth.
- Date and time (this is particularly important in the case of head injuries).
- Nature and cause of accident.
- Any visible signs of injury e.g. bruising. State where marks are located. A check should be made during the session in case bruising occurs later and the record added to.
- Treatment given.
- Printed name and signature of member of staff dealing with injury. Name and signature of witness.
- At the end of the session the record must be read and signed by the parent/carer and a copy of the report should be handed to them.
- In the case of an injury being caused by another child, that child's name should not be included in the report but referred to as 'another child'. An 'Incident' report may be made for the offending child, if appropriate.

In an emergency:

- The child must not be taken to hospital by car.
- If the child requires hospital admission an ambulance will be called – dial **999**.
- Parents must be notified immediately.
- If parents are unavailable, notify emergency contact.
- Ensure all medical records are taken to the hospital.
- If necessary arrange for additional adults to come into the group to maintain ratios.
- Keep other children distracted and reassured.
- If parent or emergency contact not available to follow child to hospital a member of staff will follow child to hospital.



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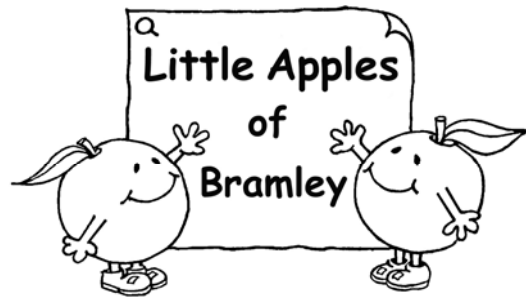
Accidents to Adults

Record should include:

- Name of injured person.
- Date of birth.
- Position held in Little Apples.
- Date and time of accident.
- Activity at time of injury/accident.
- Place of injury/accident.
- Details of injury/accident.
- First aid treatment given (if any) including whether injured person taken to hospital. If so details of hospital.
- Names of person(s) witnessing the injury/accident and signature(s).
- Name of person dealing with the injury/accident and signature(s).

In an Emergency

If a member of staff has to be taken to hospital, an ambulance should be called. The person must be accompanied and adequate cover maintained in Little Apples to comply with adult:child ratios. The next of kin of the staff member should be notified.

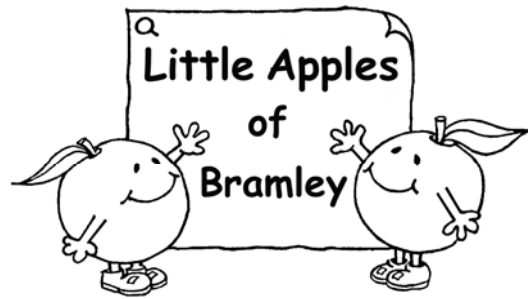


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2. Admissions Policy

It is our intention to make Little Apples genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of Little Apples is widely known in all local communities. We will place notices advertising Little Apples in places where all sections of the community can see them, in more than one language if appropriate.
- Arrange our waiting list in order of date of birth.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe Little Apples and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Consult with families about the opening times of Little Apples to avoid excluding anyone.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- Continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.
- When allocating sessions, this will firstly be on a date of birth order basis, then a first come first served basis.



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3. Behaviour Management Policy and Practice

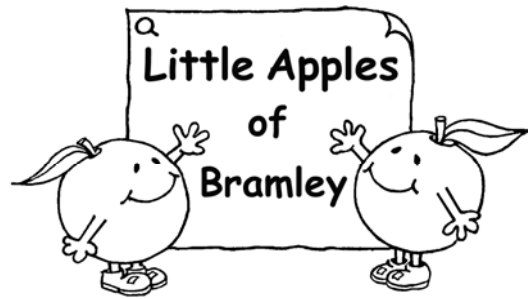
We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict.
- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the pre-school and explained to all newcomers, both children and adults.
- All adults in Little Apples will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- Adults in Little Apples will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

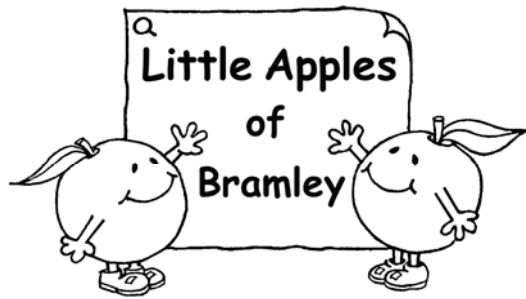
When children behave in unacceptable ways:

- They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. This might be accomplished by a period of "time out" with an adult.
- Children will never be sent out of the room by themselves.
- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Techniques intended to single out and humiliate individual children such as the "naughty chair" will not be used.
- Physical restraint, such as holding, will be used only to prevent personal injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded, and the parent informed the same day.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.



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- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- Adults in Little Apples will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole pre-school and carers, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs.



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4. Closure Policy

On some occasions it is necessary to close Little Apples at short notice. These occasions are very rare.

Situation where this may arise include, but are not limited to:

- Power cuts
- Staff sickness
- Damage to the building
- Infected Equipment, eg rats, wasp nest etc.
- Severe weather conditions

Before 9.15am

If it is necessary to close Little Apples before 9.15am, parents will be informed on arrival and given clear instructions regarding the closure and when we will reopen.

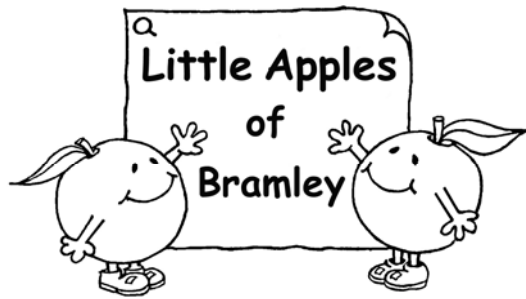
After 9.15am

Committee members will be called in to assist with telephone calls. Parents will be contacted and asked to collect their child as soon as possible. Staff will remain with the children until they are collected from the village hall. If there are safety issues another collection point may be arranged and parents will be informed of this when they are telephoned.

Severe Weather Conditions

If the weather is severe and Bramley School is not going to open, we also will not open, as it will be unsafe for us and the children to travel. If Bramley School is shut it will be announced on Kestrel FM after 7am on the day of closure. On this occasion we will endeavour to post a notice at the village hall, but this may not be possible.

Each situation will be assessed as necessary in regard to the refund of fees.



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5. Collection of Children Policy

Children should be collected promptly at the end of each session. Little Apples operates a password system for security. If a child is not being collected by the usual person, a member of staff must be informed. Staff will not allow a child to leave Little Apples with anyone other than a parent/carer or designated collector.

Non-collection

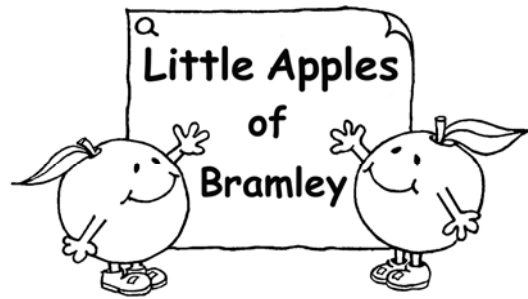
In the event of a child not being collected at the end of a session we adopt the following procedure:

- The parent/carer will be contacted. If this is unsuccessful the emergency contact number will be called.
- All reasonable attempts will be made to contact the parent/carer.
- The child will be kept at Little Apples with 2 members of staff until they are collected. In the event of this being an excessive period of time, OFSTED will be contacted and their guidance acted upon.
- We reserve the right to charge parents for the additional hours worked by our staff.

Lost Child Procedure

In the event of a child going missing during a Little Apples session, the following procedure will be adopted:

- The remaining children will be sat in a group and involved in a story/song time.
- Staff will check the internal areas noting if all exit doors are appropriately locked.
- Staff will check the immediate outside environment.
- If the search is unsuccessful, the police will be contacted along with the child's parent/carer.
- Designated staff will continue towards the child's house searching the route on the way.
- The Chairperson will be advised to provide extra support.
- OFSTED and the local authority will be informed and a full and accurate report written in the incident book.



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6. Complaints procedures

As a member of the Pre-school Learning Alliance we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedures should be used.

Aim

We aim to bring all concerns about the running of Little Apples to a satisfactory conclusion for all of the parties involved.

Methods

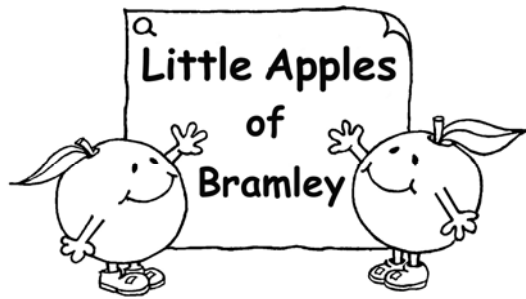
To achieve this, we operate the following complaints procedure.

1. The person concerned contacts the play leader or chairperson by telephone, in person, by email or by letter.
2. All complaints are recorded on the provider complaints record, which is available for all parents to see. (No personal details e.g. names and addresses)
3. The following must be recorded:
 - Source of complaint e.g. parent, staff member.
 - Nature of complaint against the relevant national standard
 - Details of the complaint
 - How it was dealt with
 - Details of any investigation
 - Actions and outcomesA copy of this should be shared with the complainant
4. A more detailed complaint information sheet may be kept in the complaints book the filing system for the chairperson and play leaders reference.

5. Steps that may be taken to investigate complaints are:

a) Internal investigations.

- The complainant has meeting with the playgroup leader and the chair of the



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management committee. Both the complainant and the leader should have a friend or partner present if required. An agreed written record of the discussion is made. 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.

If an agreement cannot be found then the following procedure takes place:

- 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 the Pre-School Learning Alliance are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussion confidential. S/he can hold separate meetings with the playgroup personnel (playgroup supervisor and chair of the management committee) and the complainant, 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.

b) Investigation by Ofsted:

The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Local safeguarding children board.

Parents/carers may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the National Standards for Day Care are adhered to.

The address and telephone number is Ofsted, National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA Telephone number for concerns about a day care provider is 08456 404043.

These details are displayed in our playgroup's Policy folder.

If a child appears to be at risk, our playgroup follows the procedures of the Local safeguarding children board in our local authority.

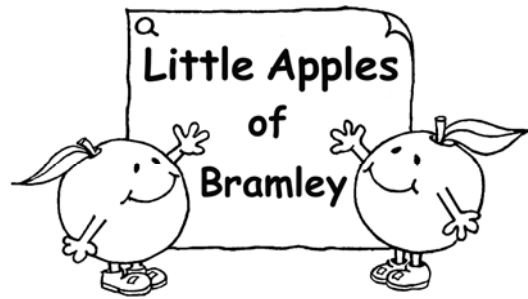
In these cases, both the parent and playgroup are informed and the playgroup supervisor works with Ofsted or the Local safeguarding children board to ensure a proper investigation of the complaint followed by appropriate action.

c) Investigation by other agencies.

Eg. environmental health, health and safety etc.

Records

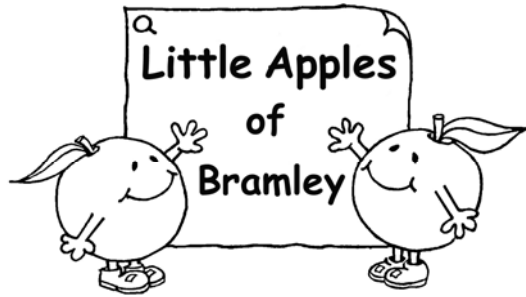
A record of complaints against our playgroup and/or the children and/or the



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adults working in our playgroup is kept, including the date, the circumstances of the complaint and how the complaint was managed. All complaints must be dealt with as soon as possible and the complainant notified within 28 days.

We believe that most complaints are made constructively and can be resolved at an early stage. We also believe that it is in the best interests of Little Apples and parents that complaints should be taken seriously and dealt with fairly and in a way, which respects confidentiality.

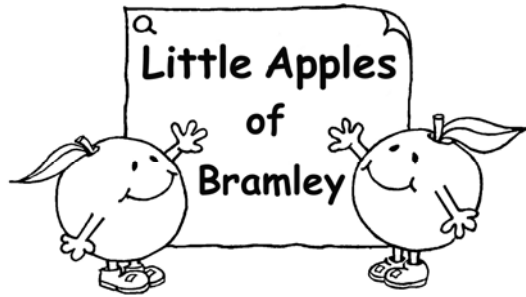


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Complaints Record

Date of complaint			
A: Source of complaint			
Parent (in writing, including email) ¹ Parent (in person) Parent (phone call)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff member Anonymous Ofsted (include complaint number if known) Other (please state)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
B: Nature of complaint			
(Please tick all standards that the complaint relates to)			
Standard 1: Suitable Person Standard 2: Organisation Standard 3: Care, Learning & Play Standard 4: Physical Environment Standard 5: Equipment Standard 6: Safety Standard 7: Health	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Standard 8: Food and Drink Standard 9: Equal Opportunities Standard 10: Special Needs Standard 11: Behaviour Standard 12: Working in Partnership with Parents and Carers Standard 13: Child Protection Standard 14: Documentation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please give details of the complaint:			
C: How it was dealt with			
Internal investigation Investigation by Ofsted Investigation by other agencies (please state)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

¹ Regulations require providers to investigate all complaints notified to them, in writing, by a parent of a child attending the setting.



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Please give details of any internal investigation or attach any outcome letter from Ofsted:

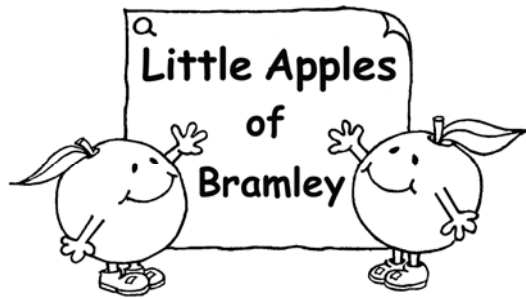
D: Actions and outcomes

Internal actions	<input type="checkbox"/>	
Actions agreed with Ofsted	<input type="checkbox"/>	
Changes to conditions of registration	<input type="checkbox"/>	
Other action taken by Ofsted	<input type="checkbox"/>	
No action	<input type="checkbox"/>	
Actions imposed or agreed with other agencies	<input type="checkbox"/>	

Please give details:

Has a copy of this record been shared with parents? Yes or No	
Name of recorder:	Outcome notified to parent: (Within 28 days)² Date:
Position: Name: Signature:	Date Completed:

² Regulations require providers to give an account of the findings of the investigation into the complaint and any action taken to the parent who made the complaint, within 28 days of the date of the complaint.



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How to complete the complaints record

When completing the record you should bear in mind it must be shared with any parent who asks to see it as well as with Ofsted. It is important to maintain appropriate confidentiality when filling in the record. This means that you should not name the person making the complaint or any persons (adults and children) that relate to the complaint.

A. Source of complaint

You need to record here who made the complaint. Where people complain to Ofsted, we will normally refer all such complainants to you in the first instance. Where Ofsted carries out an investigation into your continued suitability to provide childcare following a complaint, we will tell you of the outcome of our investigation. Where we do this, you should enter Ofsted as the source and the Ofsted complaint number, if known.

B. Nature of complaint

The record is intended only for complaints relating to the national standards. You must record here one or more national standards to which the complaint refers. If you are unsure you should refer to your national standards and the accompanying guidance. You must record all details associated with the complaint, taking care not to name individuals. For example, use 'child A', 'staff member B'.

C. How it was dealt with

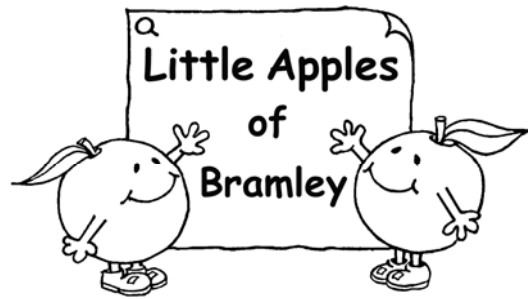
You must provide information on how you investigated the complaint. You will need to record:

- The process that you took to ensure that the complaint was fully investigated, such as interviews, reviews of records
- Who was involved in the investigation without identifying any individuals named in the complaint including staff or any child
- Any referrals you made to an external agency, for example local authority environmental health departments or social services.

D. Actions and outcomes

You must provide details about the outcome of your investigation. You will need to record:

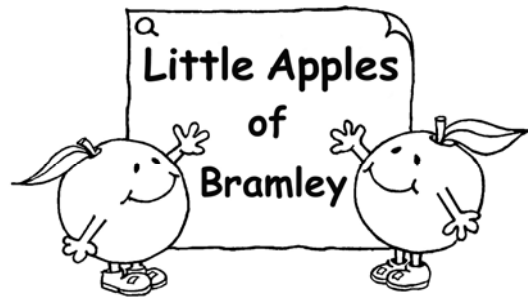
- Any action(s) identified by you
- Any actions set or taken by Ofsted
- Any action taken by another external agency, where you have their permission to do so



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- The outcome of your investigation, identifying any areas where you feel you could make improvement to your provision
- If you dismissed any members of staff following the investigation and if so, under what circumstances. If you have dismissed a member of staff for misconduct, because they placed a child at risk of significant harm, you may need to refer the individual for inclusion onto the Protection of Children Act (POCA) list. You can find out how to do this by ringing Ofsted on **08456 40 40 40**

You must share an account of the findings of your investigation and the action, if any, that you took or you intend to take as a result of your investigations with parents at the setting. You must do this within 28 days from the date the complaint was made. You can do this by sharing this record. If they ask you to do so, or if you think it is appropriate, you should send a separate letter to the parent who made the complaint giving more detail.



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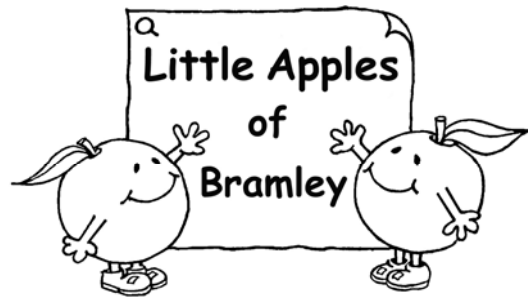
7. Confidentiality Policy

Little Apples' work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in Little Apples can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child. Any misconduct in this area will be subject to disciplinary action.
- Information given by parents/carers to the pre-school leader or key person will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person/play leader and the chair.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in Little Apples, will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of Little Apples, which is to the safety and wellbeing of the child. Please also see our policy on child protection.



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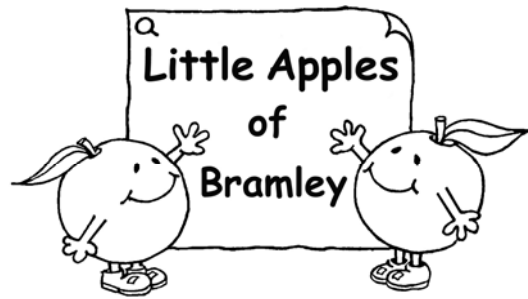
8. Curriculum Policy

Our curriculum is based on 'Learning through Play' and planning takes into account the Early Years Foundation Stage and the children's own stages of development.

We maintain development plans, which cover the Early Years Foundation Stage – Personal, Social and Emotional Development; Communication, Language and Literacy; Problem Solving, Reasoning and Numeracy; Knowledge and Understanding of the World; Physical Development and Creative Development. Our planning is regularly assessed to ensure that we are providing a balanced curriculum and children are being given opportunities to develop their knowledge, skills, concepts and attitudes at a developmentally appropriate level.

- Our planning is child-orientated and begins with the child.
- We ensure that each child progresses through the 'stepping stones' through activities that include the children's own interests.
- Children's gender, race, ability and spirituality are considered when planning the curriculum.
- Plans incorporate provision for Special Educational Needs and Multicultural experiences.
- Our plans offer, and support, continuity of learning and are developmentally appropriate, differentiating between children's abilities and understanding to cater for the needs of every child.
- Planning starts from the child building on their interests at their current time, and does include some adult directed activities to aid development
- Short-term plans inform the next steps for the child and ensure that the Key Persons develop accurate records of a child's progress.
- Outdoor play is planned to extend the children's learning experiences and is available all the time within our free flow environment.
- The planned programme is regularly evaluated and assessed.

We recognise that parents are the child's first educators and aim to work in partnership with them to include the children's learning at home. Parents are given information about the Early Years Foundation Stage and invited to share the child's experiences at home with Little Apples.

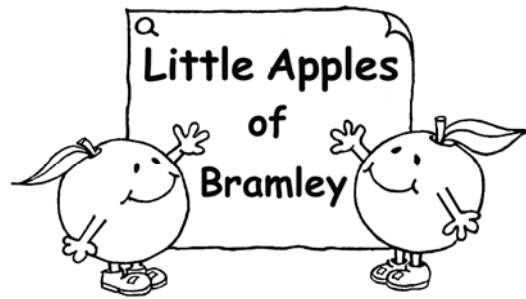


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9. Diet Policy and Practice

The sharing of refreshments can play an important part in the social life of Little Apples as well as reinforcing children's understanding of the importance of healthy eating. Little Apples will ensure that it fulfils all the requirements of the registering authority and that:

- All snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- Before a child starts to attend the group, staff discuss with parents the child's dietary needs, including any allergies, and make appropriate arrangements to meet them.
- A diet encompassing food from a range of cultures ensures that children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try unfamiliar foods.
- The dietary rules of religious groups and also of vegetarians/vegans are known and met in appropriate ways.
- Water is constantly available.
- Milk provided for children is whole and pasteurised.
- We provide guidance on a healthy lunch box before the beginning of lunch club sessions.



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10. Equal Opportunities Policy

The Pre-school Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and families and take positive action to eliminate discrimination in all areas of their work. As a member of the Alliance, Little Apples of Bramley Pre School, works in accordance with all relevant legislation, including:

- Disability Discrimination Acts 1995 and 2005
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1986
- Children Act 1989
- Special Educational Needs Code of Practice

We believe that the group's activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with, Little Apples have an equal chance to do so.

Admissions

- Little Apples is open to every family in the community. The waiting list is not operated on a first come, first served basis but on date of birth order.
- Families joining Little Apples are made aware of its equal opportunities policy, which is regularly reviewed.

Employment

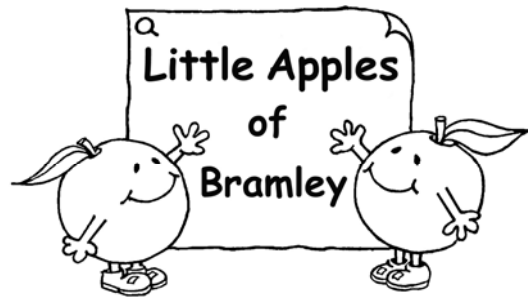
- Any vacancies will be advertised. Little Apples will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.
- Commitment to implementing the group's Equal Opportunities Policy will form part of the job description for all workers.

Families

- Little Apples recognises that many different types of family group can and do successfully love and care for children. Little Apples aims to offer support to all families.
- Little Apples offers a flexible payment system for families with differing means.

Cultural Diversity

Our aim is to show respectful awareness of all the major events in the lives of the children and families in Little Apples, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.



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In order to achieve this:

- We aim to acknowledge all the festivals that are celebrated in our area and/or by the families involved in Little Apples.
- Without indoctrination in any specific faith, children will be made aware of the festivals that are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival with which the adults in Little Apples are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
- Children and families who celebrate festivals at home with which the rest of Little Apples is not familiar will be invited to share their festival with the group, if they themselves wish to do so.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

The Curriculum

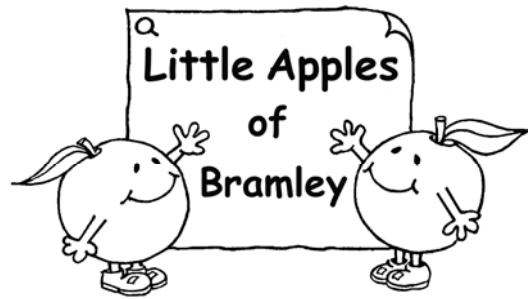
- All children will be respected and their individuality and potential recognised, valued and nurtured.
- Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.
- Management of resources within Little Apples will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

- These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.
- Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words that reflect positively the contribution of all members of society.

Special Needs

- Little Apples recognises that children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise.
- Planning for Little Apples' meetings and events will take into account the needs of people with special educational needs and disabilities.



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Discriminatory Behaviour/Remarks

Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in Little Apples. Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated.

Language

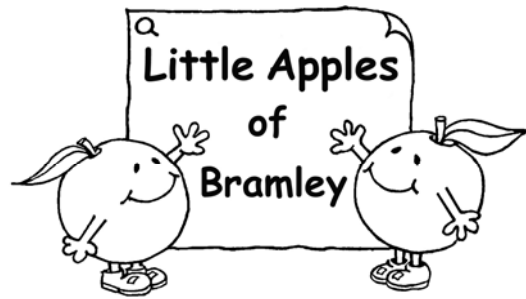
- Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible.
- Bilingual/multilingual children and adults are an asset to the whole group. Parents will be encouraged to speak to children in their first language at home.
- Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in Little Apples.

Food

Working in partnership with parents, children's medical, cultural and dietary needs will be met.

Meetings

Every effort will be made to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about Little Apples.

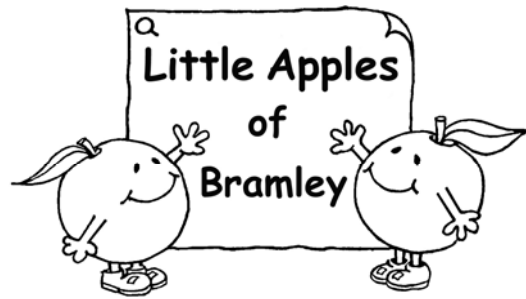


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11. Fire Evacuation Procedure

1. The fire bell/alarm should be rung if a fire is found or suspected.
2. The children should be lined up by the nearest safe fire exit as calmly as possible. The play leader or person in charge is responsible for collecting the register, which must be kept on the tables by the hatches to ensure that it is always easy to find.
3. The doors are then opened and the children are led out of the building, without stopping to pick up personal belongings. The play leader then ensures that all doors are closed and the building is checked if safe to do so.
4. Children and adults will be counted as they leave the building. If there is anyone missing, the assigned member of staff will conduct a search of the building if safe to do so, and will be responsible for ringing the fire brigade.
5. When everyone is in the car park, the children and staff will form a circle. The register is then called, and another head count is conducted.
6. If it is unsafe to stay in the car park, we will cross the road safely with the children and wait on the football pitch. A member of staff will ring the fire brigade (if not already rung) and the chairperson/administrator (who will have been phoned at the outset) will summon extra help, using a mobile, or from neighbouring houses.

Should the fire bell/alarm sound whilst parents/carers are delivering or collecting their children, the above procedure would apply and parents/carers should leave the building through the nearest fire exit and gather in the car park or on the football field should the car park appear to be unsafe. The staff are responsible at this point for the children and will evacuate them as per the above procedure; the children can be collected once registered.



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12. Health & Hygiene Policy and Practice

Little Apples promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Health:

Food

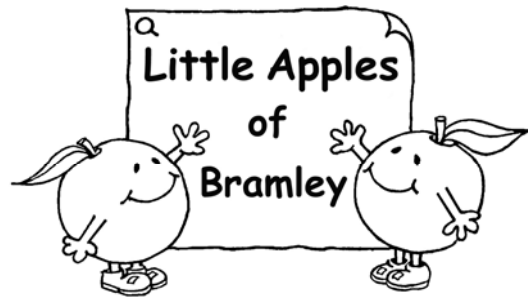
- Fruit and a carbohydrate snack will be provided at snack time paying due attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Outdoor play

- Children will have the opportunity to play outside throughout the year in our own outside play area. It is the responsibility of parents to provide appropriate outdoor wear.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform Little Apples as to the nature of the infection. This reduces the chance of the infection spreading. It also allows Little Apples to alert other parents as necessary and to make careful observations of any child who seems unwell. Little Apples reserves the right to refuse admittance to any child we feel is not well enough to attend, or who may pose a risk of infection to others.
- Parents should notify Little Apples if their child has an infectious illness such as measles, chicken pox etc. Exclusion periods for these illnesses will be in accordance with the local health authority guidelines.
- Parents are asked not to bring into Little Apples any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Parents must ensure that they, or another carer, can be contacted in case of an emergency. Parents must notify Little Apples of any change in the child's registration details relating to contact numbers or medical history.
- If a child becomes unwell during a session they will be taken to a quiet area, away from the main group and made comfortable. The child's medical records will be checked and, where appropriate, acted upon. The play leader or deputy will attempt to contact the child's parents. If a parent cannot be reached, the child's emergency contact will be called. If we become



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seriously concerned about the child, medical advice will be sought and, if necessary, an ambulance will be called.

- If the child is on prescribed medication the following procedures will be followed:
 - If possible, the child's parents will administer medicine. If not, then medication must be stored in the original container and clearly labelled with child's name, dosage and any instructions. We require a signed statement from the parent to administer prescribed drugs including clear instructions about dosage and administration of the medication.
 - If a child has been prescribed antibiotics they should not return to Little Apples until 24 hours after the first dose.
 - All medications will be kept in a lockable cupboard or box.
 - A medication book will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who has administered each dose and the parent's signature.
- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to Little Apples' insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- Little Apples will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- There will always be on the premises at least one qualified First Aider trained to administer first aid to children.

Information sources

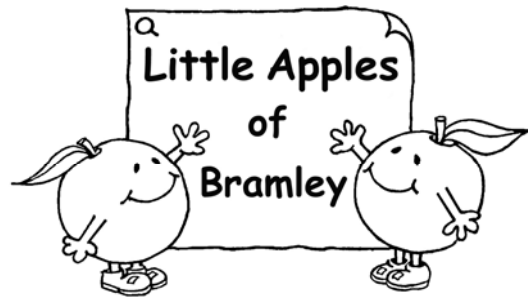
- Parents will have the opportunity to discuss health issues with Little Apples staff and will have access to information available to Little Apples.
- Little Apples will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies as required.

Hygiene:

To prevent the spread of all infection, adults in Little Apples will ensure that the following good practices are observed.

Personal hygiene

- Hands will be washed after using the toilet and before handling food.



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- Children with pierced ears will not be allowed to share each other's earrings.
- Children will be encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Paper towels will be used and disposed of appropriately.
- Hygiene rules relating to bodily fluids will be followed with particular care and all staff and volunteers made aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

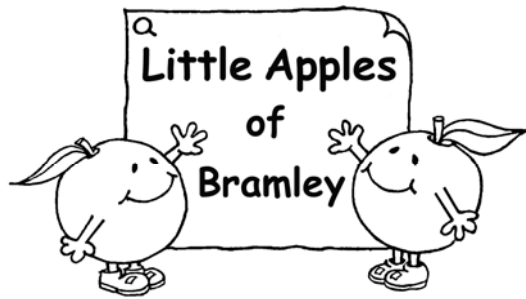
- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet.
- Rubber gloves will always be used when cleaning up spills of body fluids.
- Floors and other affected surfaces will be disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.
- Spare laundered pants and other clothing will be available in case of accidents, and polythene bags available in which to wrap soiled garments.
- All surfaces will be cleaned daily, toys and equipment regularly, using an appropriate cleaner.

Food

Little Apples will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands before handling food and after using the toilet.
- Never smoke at any time whilst at Little Apples.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.



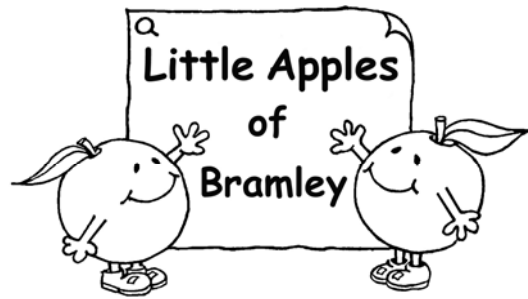
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13. Outing Policy

At Little Apples we value the chance to take the children off the premises to gain different experiences. We generally have one main outing a year, which the parents attend with the children. We may have small excursions throughout the year to look at the local environment outside of the hall and play area.

With all outings the following procedures are followed at all times:

- Written permission from the parents is obtained before all outings.
- Staffing ratios must be maintained at the recommended level, additional staff and volunteers will accompany the outing due to increased ratios
- A first aider will be present and a suitable first aid box taken. Information regarding children's contact details, allergies etc. will be taken.
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into subgroups a designated person in charge must be assigned and that person is responsible for counting their individual groups at regular intervals.
- A label must be attached to all children showing the name of the preschool and the telephone number (if parents are not accompanying children). Additionally it should also show the mobile telephone number of one staff member on the outing. This label must be displayed in the child in a manner, which is visible and not easily removed, by the child. It must NOT show the child's name.
- Toilet facilities must be provided for the children at regular intervals and for those children who are not toilet trained supplies of nappies and wipes should be taken and it should be established prior to the outing that there will be facilities to cater for changing children.
- Food and drinks must be provided at similar times to those at the preschool and additional drinks should be offered at regular intervals.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured; driver's details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
- All children should have spare clothing.



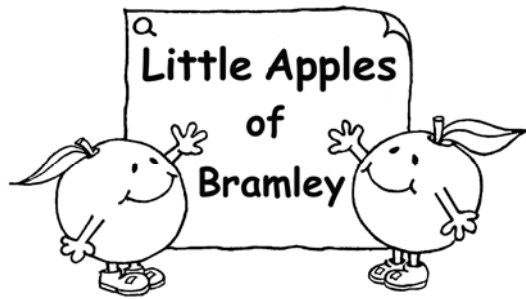
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At the conclusion of the outing the person in charge of the outing will complete a review of the outing, noting the following:

- Any problems with transport
- Any problems with the venue
- Any problems with specific children
- Educational benefits of the visit
- Comments from volunteers, parents and staff
- Recommendations for future visits

The following must be taken on ALL visits

- Fully charged mobile telephone
- First aid kit
- Contact details of all children on the visit
- Register of all on the visit
- Suitable clothing for the weather
- Drinks and food



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14. Parental involvement Policy

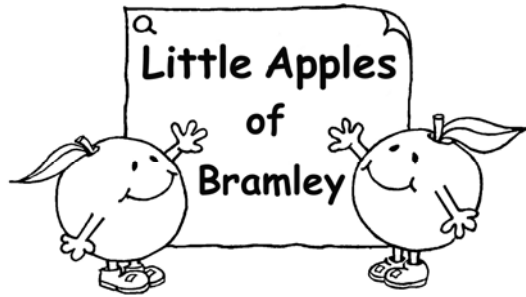
Parents are the first educators of their young children. The aim of Little Apples is to support parents in their essential role. We will:

- Involve parents in shared record keeping about their own child, both formally and informally, ensuring that parents have access to all written records on their own children.
- Ensure that parents are given information on a regular basis about their child's progress and have an opportunity to discuss it with staff.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Ensure that all new parents are aware of and can contribute to the systems and policies of Little Apples.
- Encourage parents on an individual basis to play an active part in the management of Little Apples.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Consult with families about the times of meetings to avoid excluding anyone.
- Hold meetings in venues that are accessible and appropriate for all.
- Welcome the contributions of parents, whatever forms these may take.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Provide opportunities for parents to learn about Little Apples' curriculum and about young children's learning, in Little Apples and at home.

Information for parents

- Information about Little Apples will be given to parents who enquire about a placement for their child in the form of a prospectus. Further information will be given in the form of a "Welcome Pack" once the child is due to start. A copy of the policies is available on request.
- Regular newsletters and Little Apples' notice board will detail pre-school activities and relevant information.
- A copy of Little Apples' OFSTED report will be available to parents.

Little Apples is registered under the Data Protection Act



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15. Records Retention Agreement

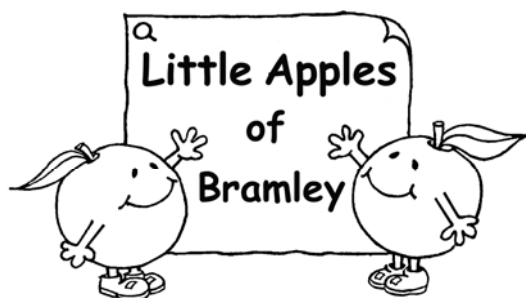
All Pre-schools are required to keep the following for the specified time in the identified location/by whom:

Financial Records

Description	Retention Regulation	Where Stored	
		Current Year	Previous Years
Correspondence re: donations	3 years	Administrator	Little Apples
EYE Grant Submission Forms	4 years	Administrator	Little Apples
Bank Statements	7 years	Administrator	Little Apples
Bank Reconciliations	7 years	Administrator	Little Apples
Remittance advice	7 years	Administrator	Little Apples
Licensing agreement or lease	7 years	Administrator	Little Apples
Recipients cash balances	10 years	Administrator	Little Apples
Sales ledgers	10 years	Administrator	Little Apples
Insurance Certificates	40 years	Administrator	Little Apples
Audited Accounts	7 years	Administrator	Little Apples

Children's Records

Description	Retention Regulation	Where Stored	
		Current Year	Previous Years
Parent contact details	2 years	Little Apples	Little Apples
Details about child	2 years	Little Apples	Little Apples
Outing permission	2 years	Little Apples	Little Apples
Collection authority	21 years 3 months	Little Apples	Little Apples
Incident reports	21 years 3 months	Little Apples	Little Apples
Registers	21 years 3 months	Little Apples	Little Apples
Accident reports	21 years 3 months	Little Apples	Little Apples
Permission to administer medicine	21 years 3 months	Little Apples	Little Apples
Emergency treatment permission	21 years 3 months	Little Apples	Little Apples
Medical records	30 years	Little Apples	Little Apples



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Staff Records

Description	Retention Regulation	Where Stored	
		Current Year	Previous Years
Unsuccessful job application forms	6 months	Chair/s	N/A
Unsuccessful job interview records	6 months	Chair/s	N/A
Individual wage slips	2 years	Administrator	Little Apples
Time Sheets	3 years	Administrator	Little Apples
All current personal records	7 years	Little Apples	Little Apples
References	7 years	Chair/s	Little Apples
National Insurance & Income Tax returns	7 years	Administrator	Little Apples
Accident Reports	21 years 3 months	Little Apples	Little Apples
Staff attendance records	21 years 3 months	Little Apples	Little Apples

Others

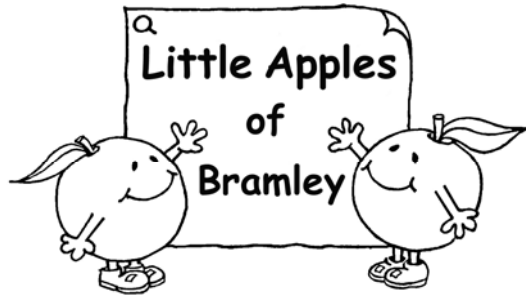
Description	Retention Regulation	Where Stored	
		Current Year	Previous Years
Record of Visitors	2 years	Little Apples	Little Apples
Committee, Students & Volunteers Personal details	2 years	Little Apples	Little Apples
Official Correspondence	7 years	Administrator	Little Apples
Committee Nomination Forms	7 years	Chair/s	Secretary
Committee Minutes/Agendas	7 years	Secretary	Secretary
Charity Commission Reports	2 years	Administrator	Little Apples
Ofsted Registration certificates	Until next inspection	Little Apples	Little Apples

Key to Current Locations:

Role	Name	Location
Administrator	Claire Knop	31 Wallis Drive, Bramley
Chair/s	Lucy Clark	6 Strawberry Fields, Bramley
Little Apples	Sarah Naylor	Bramley Village Hall, Bramley
Secretary	Philippa Elwell	12 Ringshall Gardens, Bramley
Treasurer	Kate Sparkes	29 Wallis Drive, Bramley

It was agreed at a Committee meeting held on that the above records will be kept for the stated length of time and in the event of dissolution of the pre-school will be stored by the Branch/County Pre-School Learning Alliance.

These records will be kept in the specified locations and kept in accordance with all relevant regulations, including data protection and confidentiality



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agreements.

This agreement is signed by the Chair/s of Little Apples of Bramley Pre-school on behalf of the committee.

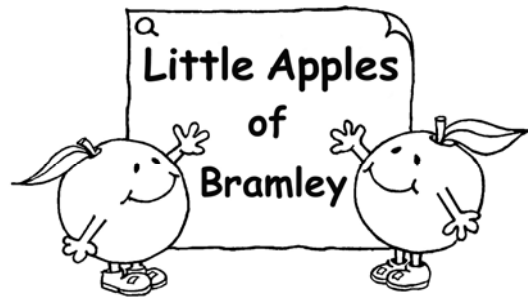
Name(s)

.....
.....

Signed

Date

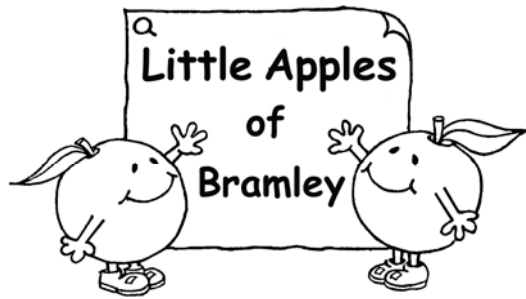
This agreement will be reviewed at least yearly following the appointment of the new committee



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16. Policy for staff cover

1. Staff cover will always be arranged through the play leader to ensure fairness and to minimise double booking of staff
2. If a period of cover is needed for longer than one day, a holiday form will need to be filled out
3. Cover will be offered on a strictly rotational basis to those members of staff who have indicated that they are available. This will avoid one person covering more than another
4. If a staff member has agreed to cover and finds that they cannot after all, the play leader will ask the next person on the list.
5. The cover calendar will be displayed so everyone can see which dates are fully booked.



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17. Safeguarding Children Policies and Procedures

We comply with the procedures approved by the Area Child Protection Committee and the Safeguarding Vulnerable Groups Act 2006. We intend to create in Little Apples an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Exclude known abusers

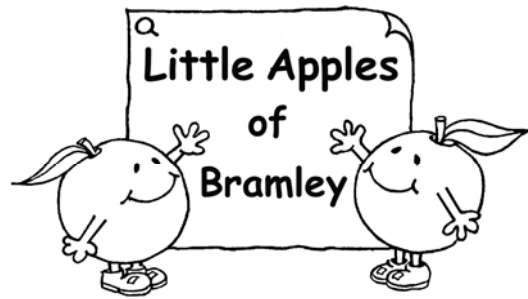
- All staff and committee members will be required to submit an application for Disclosure to the Criminal Records Bureau, which is a legal requirement.
- It will be made clear to applicants for posts within Little Apples that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work within Little Apples, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless Little Apples is confident that the children can be safely entrusted to the applicant.

Seek and supply training

- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Prevent abuse by means of good practice

- All staff and volunteers must comply with all policies, procedures and practices.
- Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after behaviour that needs improvement - will leave the door ajar.
- Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable



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children to have the self-confidence and the vocabulary to resist inappropriate approaches.

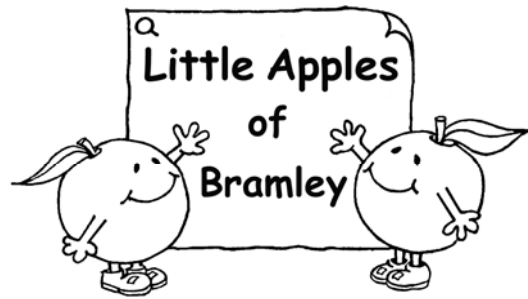
- The layout of the playroom(s) will permit constant supervision of all children.
- Staff and volunteers will not be permitted to take children home.

Respond appropriately to suspicions of abuse

- The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- Changes in children's behaviour/appearance will be investigated.
- Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Area Child Protection Committee.
- In exceptional circumstances, the Area Child Protection Committee may be the first point of reference.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/keyworker, the pre-school leader and the management committee chair.
- If a volunteer or member of staff is accused of any form of child abuse, s/he will be interviewed immediately by the person in charge of the group. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will usually be with the pre-school leader, but if the allegation is against the leader, the interview may be conducted by the committee chair. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with Area Child Protection Committee procedures and conducted in conjunction with the Area Child Protection Committee. Confidential records will be kept of the allegation and of all subsequent proceedings.

Keep records

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and



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development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

- Such records will be kept in a separate file and will not be accessible to people other than the pre-school leader, chair and keyworker or other member of staff as appropriate.

Liaise with other bodies

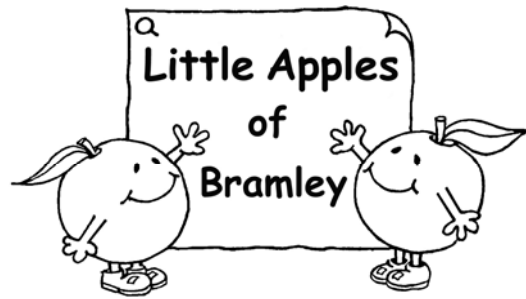
- Little Apples operates in accordance with guidelines laid down by OFSTED. Confidential records kept on children about whom Little Apples is anxious will be shared with the Area Child Protection Committee if Little Apples feels that adequate explanations for changes in the child's condition have not been provided.
- The group will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for Little Apples and the Area Child Protection Committee to work well together.
- Records will also be kept of the local NSPCC contact, or other contact(s) as appropriate.

Support families

- Little Apples will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.
- Where abuse at home is suspected, Little Apples will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be shared with parents.
- With the proviso that the care and safety of the child must always be paramount, Little Apples will do all in its power to support and work with the child's family.

False allegations

False allegations can sometimes be made against a member of staff because a genuine mistake has been made or a misunderstanding has happened. To minimise the chances of an allegation being made against staff members, refer to procedures for preventing abuse by means of good practice



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18. Safety Policy

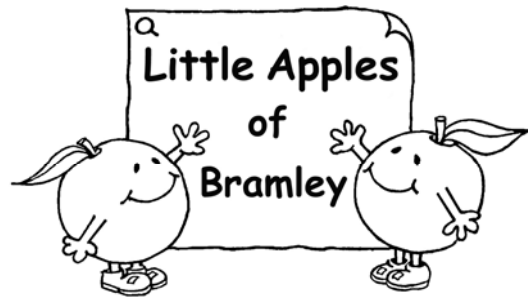
The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, Little Apples will ensure safety in the following areas:

Environment

- Safety checks on premises, both outdoors and indoors, will be made before every session.
- If the main entrance has to be locked, there will be a key close by at adults' level.
- Low-level glass will be covered, or replaced by safety glass.
- Outdoor space will be securely fenced.
- Public space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked and cleaned regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers will be used as necessary.

Supervision

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have any unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- On outings, the adult:child ratio will be at least one to two.



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- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.

Adult safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice and training on safe lifting.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

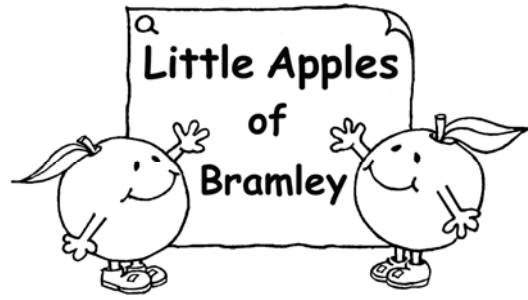
Management

- A book will be available at each session for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will only have hot drinks away from the children.
- Fire drills will be held at least twice a term.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- There will be no smoking.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and staff will know how to use them.

Special considerations

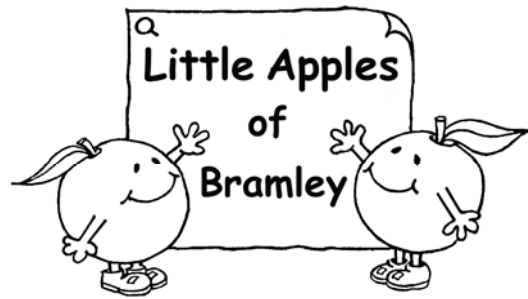
Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- Children playing outside will be constantly supervised.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen at all.
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.



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Systems will be in place to ensure that no child can leave the premises unattended

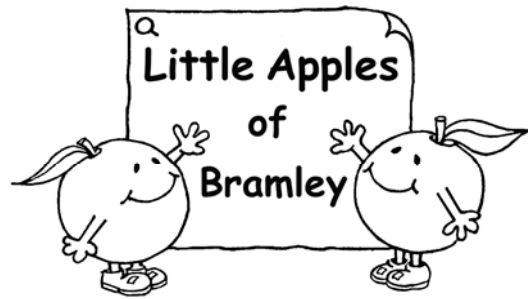


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19. Selecting and Replacing Play Equipment Policy

The toys and equipment in Little Apples provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- Is appropriate for the ages and stages of the children.
- Offers challenges to developing physical, social, personal and intellectual skills, providing the children with rich experiences in all areas of learning and play.
- Promotes equality or opportunity and anti-discriminatory practice.
- Includes a range of raw materials, which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- Will enable children, with adult support, to develop individual potential and move towards required learning goals.
- Conforms to all relevant EEC safety regulations and is sound and well made.
- Contains 'real' objects to reflect everyday life.
- Offers some home like furnishings and furniture.
- Is providing good value for money



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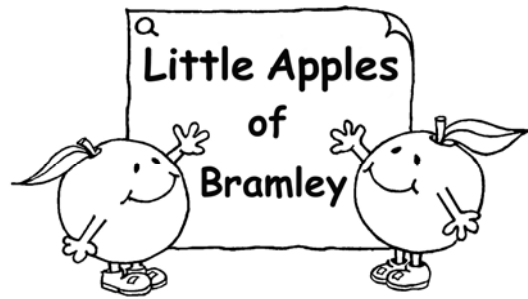
20. Settling in Procedures

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship, and to be able to share with their parents afterwards the new learning experiences enjoyed in Little Apples. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents by:

- Creating opportunities for the exchange of information.
- Ensuring plentiful opportunities for parents to inform Little Apples about their children's current achievements and interests.
- Encouraging parents to visit Little Apples with their children during the weeks before an admission is planned.
- Introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Making clear to families from the outset that they will be welcome and supported in Little Apples for as long as it takes to settle their child there.
- Reassuring parents whose children seem to be taking a long time settling into Little Apples.
- Introducing new families into the group on a staggered basis, for example one new child a day for a fortnight rather than 10 new children all at once.
- Encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Calling parents if their child does not settle.
- Allowing children to bring a comforter (e.g. favourite toy or teddy).
- Building a close relationship with the child's Key Person.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in Little Apples, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

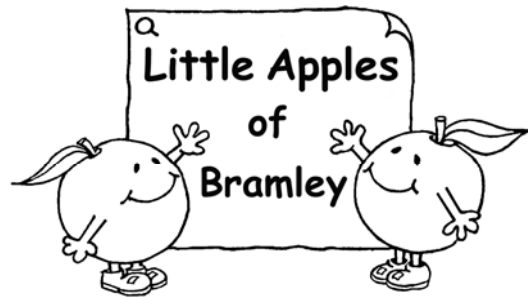


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21. Special Needs Policies and Procedures

Little Apples aims to have regard for the Department for Early Education Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to welcome, and provide appropriate learning opportunities, for all children.

- Children with special needs, like all other children, are admitted to Little Apples after consultation between parents, pre-school leader and key person.
- Our aim is to provide for the developmental needs of each child in the group.
- All children in the group, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the group's activities.
- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- We work closely with the parents of all the children in the group to ensure that:
 - the group draws upon the knowledge and expertise of parents in planning provision for the child
 - the child's progress and achievements are shared and discussed with parents on a regular basis
 - parents are aware of the arrangements for the admission and integration of children with special educational needs
- If it is felt that a child's needs cannot be met in Little Apples without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We will work in liaison with relevant professionals and agencies outside Little Apples to meet children's specific needs.
- Our staff attend whenever possible in-service training on special needs arranged by the Pre-school Learning Alliance and other professional bodies. Our Special Educational Needs Co-ordinator is Alison Cameron.



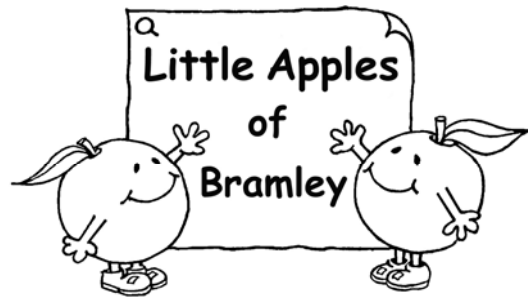
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22. Staffing and Employment Policy

Little Apples provides a high adult to child ratio ensuring that children have sufficient individual attention and are guaranteed care and education of a high quality. In addition our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with OFSTED'S requirements.

In Little Apples:

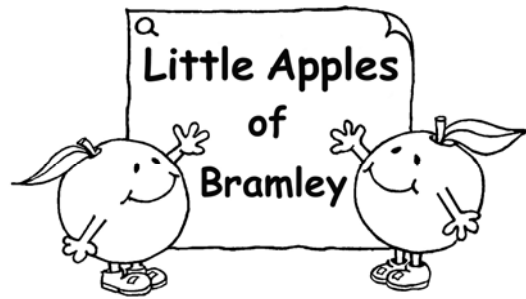
- We have a ratio of at least one member of staff to five children.
- Our Key Person system ensures each child and family has one particular staff member who takes a special interest in them. If this staff member is not in on all of your child's days a buddy system may be used.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- Staff training meets all regulatory requirements. In addition we aim to ensure that at least half of our staff hold the NVQ Level 3 in Early Years Care and Education or an equivalent qualification, and all staff are invited to attend relevant training sessions.
- Regular in-service training is available to all staff, both paid and volunteer members.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.



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23. Staff Training Policy

- All members of staff are required to undertake four days of training in the Early Years Foundation Stage each school year.
- A training day is five hours long, part time staff can calculate their four days on a pro-rata basis.
- A minimum of 50% of the training should be from a recognised course and an attendance certificate should be provided. Please see Training Co-ordinator for more detail on what counts towards the 4 days.
- A record of the curriculum based training will be held in the staff file and staff are responsible for providing the Training Co-ordinator with the appropriate copy of certificates for filing with the record sheet. The Training Co-ordinator is responsible for completing and signing off the record sheet.
- Staff are also required to complete mandatory training which includes First Aid, Food Hygiene etc. The Training Co-ordinator will keep a record of when these need renewing.
- Little Apples will pay staff members for all Curriculum and Mandatory training at their standard hourly rate. Travel expenses will also be paid on provision of a completed Mileage Claim Form.
- Additional training needs will be identified through the Staff Performance Reviews and staff will be given the opportunity to highlight specific areas or courses that they would like to attend that fall outside the curriculum and mandatory remit.
- Training not classed as curriculum or mandatory will be paid for at Little Apples discretion and the decision will be based on the relevance and benefit to the individual and Little Apples and any budgetary constraints at the time.
- Little Apples supports any member of staff wishing to gain an NVQ qualification and/or Foundation Degree.
- Financial assistance is offered through an EYECU grant and we offer assistance with any books associated with the course.
- Little Apples will not pay for hours required to complete the course although travel expenses will be paid on provision of a completed Mileage Claim Form.
- In all cases, training must be included in the Training Plan and booked by the Training Co-ordinator.
- The Training Plan will be approved by the Play Leader and Chair(s) and reviewed termly, as courses become available.
- At no time may a member of staff book themselves on a course without prior agreement with the Training Co-ordinator.



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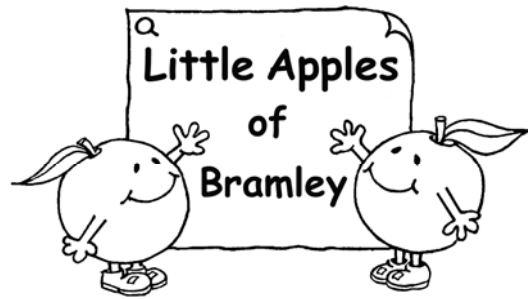
24. Staff Uniform Policy

Staff will be issued with a red Little Apples polo shirt for each day that they work. A red Little Apples fleece or sweatshirt will also be provided for colder weather and for use outside. No other T-shirt or sweatshirt should be worn apart from red vests in warmer weather – staff to supply their own.

The following guidelines should be observed:

1. Sensible shoes should be worn eg. Trainers. No stilettos.
2. Avoid excessive makeup and jewellery. Items of jewellery that could cause injury to a child or other member of staff will be required to be removed.
3. Staff should provide their own trousers/shorts or skirt, these should be of a practical nature. Mini skirts are not acceptable.
4. A long hairstyle that could hinder staff effectiveness should be tied back off the face.
5. Staff can provide a coat to wear outside in cold weather, this should be of a practical nature.

Little Apples holds no responsibility for loss or damage to personal items or clothing.



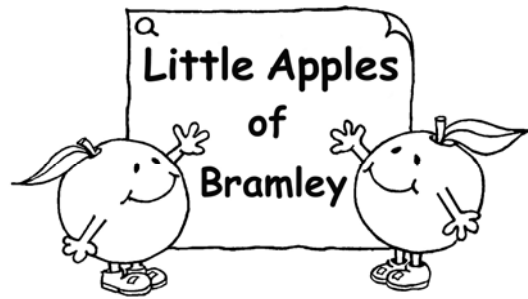
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25. Student Placement Policy

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from a variety of educational establishments.

In co-operation with educational providers, we welcome students into Little Apples on the following conditions:

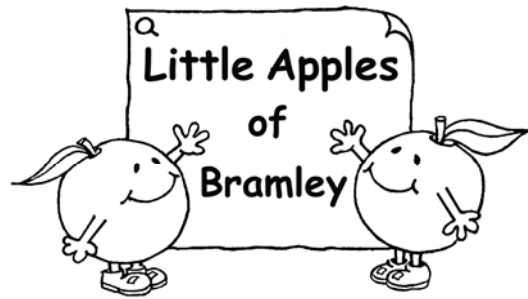
- The needs of the children are paramount. Students will not be admitted in numbers that hinder the essential work of Little Apples.
- Any information gained by the students about the children, families or other adults in Little Apples must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to children.
- Students should hold an interest in child care and education.



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26. Toileting Policy

- Staff members must NOT take children to the toilet until a positive CRB check result has been obtained.
- No child will be allowed to go to the toilets without an adult present in the toilet/foyer
- If a child repeatedly soils/wets themselves, the situation will be brought to the parents' attention, and a solution found/discussed.
- Soiled/wet clothes will be put in a carrier bag and given to the parent/carer when the child is collected.
- Disposable gloves must be worn when changing a child who has wet/soiled and when dealing with clothing.
- Children will be comforted if upset, and the changing of clothes must be done privately and with sensitivity. No child is to be reprimanded or made to feel ashamed/naughty.
- If a child attends in a nappy, they must be changed if soiled. Parents must provide all nappies, wipes and cream, so that any allergies can be taken into account.
- A changing mat will be used in the toilet area. Disposable gloves must be worn.
- The used nappy must be double wrapped and placed directly into the outdoor wheelie bins.



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27. Vetting and Recruitment Policy

People who make up the registered person and the day-to-day manager of the provision.

The person in charge of day-to-day provision "registered person" needs to complete a DC3 notification form.

Each new committee member needs to complete a EY2 notification form.

These are obtained from www.ofsted.gov.uk.

They are then sent to Ofsted Early Years, North Regional Centre, 3rd Floor, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA.

If a CRB check is then needed Ofsted will send a form to be completed to that person.

New members of day-care staff

It is the registered persons responsibility to check new members of staff, Ofsted no longer carry out these checks.

Each new member of staff must obtain a CRB check from our checking agency, Capita Education Resourcing (CER), 0870 850 2516.

They will send a form and when checked send us a copy of the Disclosure information.

References must be undertaken to assess suitability.

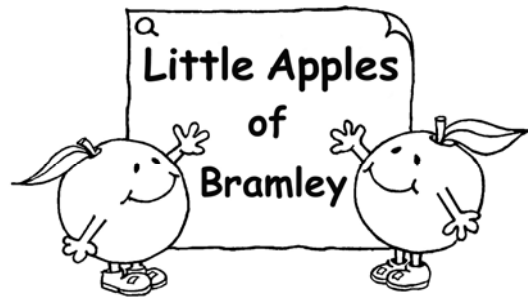
We must not keep the copy of the Enhanced Disclosure, but must record that this has been done.

Accepting disclosures from other bodies

We cannot accept a CRB disclosure that has been carried out previously by any other organisation, such as a local authority. This is because we must fulfil our responsibility as an employer to check that that person is not on the PoCA list.

Rechecking staff

There is no requirement for us to re-check existing day care staff. If we feel we need to carry out another CRB check on a member of staff this can be done, but not through our checking agency, and this is not subsidised



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28. Key Person Policy

At Little Apples we run a key person system to ensure that each child's individual records, development and progress are looked after and progressed. A key person has special responsibility for a small group of children. Parents and children know the name of their key person from the beginning of their involvement with the preschool and we endeavour to retain the same key person throughout their time with us. If a Key person is not scheduled to work on all the child's sessions a buddy system will be used.

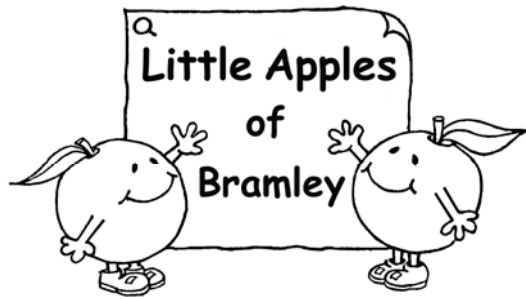
A key person ensures that the needs of each child are recognised within the group, so that within the overall curriculum framework of the group, an individual curriculum or play plan is devised to meet these needs.

The key person system provides:

- Assistance with settling into preschool
- Close monitoring of each child's progress in all development areas
- A point of personal contact between home and school
- Input into the groups curriculum planning to ensure that each individual child's needs are met, including any special needs
- Individual knowledge of the children, which enables the key person to make a valuable contribution to the groups child protection systems
- Continuity of experience for the children during their time in pre-school
- Opportunities to build up positive relationships with the parents in the group

The main key person duties are:

- The first person who introduces the new child and family to the preschool, explaining the activities and ensuring that both the child and the family are told the names of people within the preschool and that the child's own name is correctly used and spelt.
- Ensuring that the parents are kept informed about the child's progression through The Early Years Foundation Stage
- Ensuring that the child progress through the EYFS and that the activities are developmentally correct
- Observing the child to ensure the correct environment is provided.

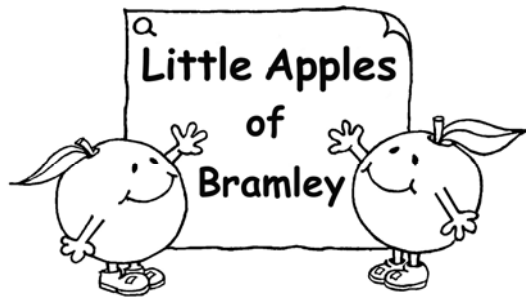


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29. No Smoking Policy

At Little Apples we have a total no smoking at any time policy. This includes all areas that are available to the preschool, including storage areas and staff rooms.

We endeavour to ensure that all other hall users adhere to this policy while they are utilising the building at the same time as us.



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30. Entrance Policy

Every child's safety is paramount when they are at Little Apples. The following procedure will be followed when a person requires entrance to the setting.

Gaining entrance to the building the following will be checked:

1. Identification of the visitor to ensure they are who they say they are.
2. Purpose of the visit and who the appointment is with.

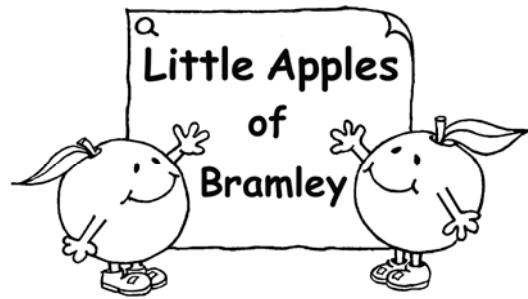
When inside the building:

1. The visitors book must be completed in full.
2. The member of staff that the person is visiting must not leave the visitor alone.
3. The visitor must not have undue personal contact with the children.
4. The visitor must not enter the toilets, unless using the staff toilet.

If you are unsure who a visitor is, it is acceptable to ask them to wait outside and telephone their company to ask for assistance in identifying them. All visitors should carry identification.

If a person is visiting to register a child at the setting, an appointment should be made to be shown around, and they should be informed that they would need to show a birth certificate when visiting with or without the child (although with the child is recommended). A registration form can be given to be brought back on the visit day.

No person will be allowed to gain access to the building and preschool area unless these conditions are met.

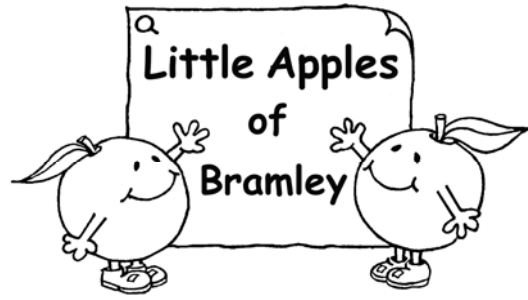


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31. Medication Policy

If a child becomes unwell and requires non-prescribed medicine the following procedure should be followed:

1. Telephone the parent stating what is wrong and asking for permission to administer medicine.
2. Ask if any has already been given.
3. Obtain permission for dosage.
4. Check dose to be given with another staff member.
5. Administer dosage.
6. Fill in medication book, time, date, dose given, both staff members to sign.
7. Parent to sign book when collecting child.
8. Observe child until collected.



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These policies were adopted at a meeting of Little Apples of Bramley held on 7th July 2009.

Signed on behalf of the Committee

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Lucy Clark – Chair

These policies will be reviewed in June 2010.