



Policy Statements for Wyvern Nursery Ltd

This document states our policies, all procedures are in the Operations Manual. These policies are to be used in conjunction with Wyvern Nursery Ltd Operations Manual.

A parent, having read this document may wish to see the procedures, so that they are aware of how a policy is implemented and carried out.

- The term 'parent' refers to a child's primary carer.
- The term 'Nursery Principal' refers to the person who has second responsibility to the Director
- The term 'Room Leader' refers to the senior person responsible in the absence of the Nursery Principal on site

Contents of Wyvern Nursery Ltd Policies

Including a Link to Statutory Framework for the Early Years Foundation Stage Standards.

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Wyvern Nursery Accidents, Incidents and First Aid

Accidents can be very distressing for anyone involved, therefore within Wyvern Nursery, we follow this policy and procedure in our Operations Manual to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in our settings

Accidents

- The person responsible for reporting accidents, incidents, or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to the Room Leader. This paperwork must be done as soon as the incident is dealt with, whilst the details are still clearly remembered. Parents must be shown the incident report and asked to sign it when they collect their child.
- Incident forms are checked regularly for patterns e.g. one child having a repeated number of incidents, in a particular area of the Nursery, or a particular time of day would be considered to be a pattern. Any patterns will be investigated by the Room Leader in the first instance.
- The Nursery Principal will report serious accidents to the Director using the Nursery reporting system.
- The accident file will be kept for 5 years (with any CP, hospital visit or insurance claim being kept for 25 years)
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- The Nursery Principal will report any incidents of a serious nature to Ofsted and Social Care where necessary
- A child needing to be transported to hospital will be done by ambulance.
(Please refer to the Operations Manual for procedure)

No Medical Treatment

In the event of a minor accident for which no medical treatment is required, the child's Key Person will (where appropriate) administer the appropriate first aid treatment. A written report will be made by the Nursery Nurse dealing with the incident. The Nursery Principal will sign it, and the parents will be asked to sign it upon collection of their child.

Non-Immediate Treatment

In the event of an accident for which non-immediate medical treatment is required, the Nursery Principal will immediately be informed of the nature of the injury. The child's parents will be contacted so that medical advice and treatment can be arranged.

The child's parents will be asked to inform the Nursery of the diagnosis, treatment required and the possible duration of recovery. A written report will be made by the Nursery Nurse dealing with the incident. The Nursery Principal will sign it and the parents will be asked to sign it upon collection of their child.

Immediate Medical Advice

In the event of a major accident, for which immediate and urgent medical advice is required, the Nursery Principal will be summoned immediately. The Nursery Principal will arrange for an ambulance to be called. The child's Key Person may accompany them. The parents will be notified immediately and informed of the action taken. A written report will be made by the Nursery Nurse dealing with the incident. The Nursery Principal will authorise it and the parents will be asked to sign it upon collection of their child.

Bump To The Head

Following a bump to the head, Wyvern Nursery staff will normally apply a cold compress, reassure the child and assess whether or not the injury needs immediate hospital attention.

Should we decide that a child does not need immediate hospital attention we will continue to monitor the child throughout the stay at nursery. If at any time we feel that a child needs hospital attention the parent would be contacted and the child taken to hospital.

The details of the incident will be recorded on an Accident Form which will be given to the parent to read and sign.

First Aid

First aid boxes are located around the building and they are checked on a regular basis. All of the staff are first aid trained in paediatric first aid and this training will be updated in line with current health and safety guidelines.

When children are taken offsite away from the Nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid.

Emergency Information

Emergency information must be kept up-to-date for every child and will be checked every six months at the six month review.

Signed by Nursery PrincipalDate.....

Wyvern Nursery Admissions

Each Nursery within Wyvern Nursery are registered for the appropriate number of children as set down by Ofsted regulations around floor space.

Each Nursery will have the registration document on display, this document is the over riding policy in respect of admissions.

Other matters taken into account in deciding if we can offer a child a space are:

- Availability of places taking into account the age of the child (and registration requirements), and staff / child ratios.
- Children who have siblings who are already attending Nursery
- Being an employee of Somerset County Council
- When an application is received (extra weight is given to those who have been on the waiting list longest, however SCC employees have priority)
- The Nursery's ability to provide the facilities needed for the best welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent on occupancy, room availability and staff / child ratio's
- Extenuating circumstances affecting the child's welfare or the welfare of the child's family
- The Nursery operates a waiting list and places are offered as spaces become available taking into account the points above. The waiting list is managed entirely by the Nursery Principal
- Should a parent wish to transfer from one Nursery to another, this is subject to a space being available
- Spaces for siblings are also subject to a space being available

We operate an equality policy and ensure that all children have access to Nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Administration

Prior to a child attending Nursery, parents must complete and sign a contract / registration form. These forms provide the Nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details for parents etc.

Providers eligible to provide government funded places – England

All settings registered to accept government funding (Early Years Entitlement – EYE) must offer these hours free at the point of delivery as set out in the Local Authorities Code of Practice. All funded hours are given in line with the Code of Practice and are subject to availability and the points set out above

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Allergies and Allergic Reactions

Within the Wyvern Nursery, we are aware that children can have allergies which may cause an allergic reaction. We will follow procedures laid out in our Operations Manual to minimise the risk of an allergic reaction. Staff will be fully aware of how to support a child who may be having an allergic reaction.

- Information will be passed on by the parents initially from the information sharing visit regarding allergic reactions and allergies. The Key Person will ensure that all staff are aware of this
- A food allergy list will be maintained in the kitchen as well as on the child's play database and in the child's folder
- The Nursery Principal must ensure that a full allergy risk assessment is carried out with the parent prior to the child starting Nursery. The information must then be shared with all staff
- Within Nursery the Nursery Principal or the child's Key Person will liaise with the supplier of cooked meals to ensure that we meet the child's needs
- If a child has an allergic reaction to food, a bee sting or plant etc. a member of staff with first aid will administer the appropriate treatment and parents will be informed. It will be recorded in the incident folder
- If the reaction requires specialist treatment, e.g an epipen, then at least 2 members of staff and the Nursery Principal will receive appropriate instruction from the parent but ideally from a health professional
- A sick child above all needs their family; therefore every effort will be made to contact a family member as soon as possible
- If the allergic reaction is severe the Nursery Principal will arrange that an ambulance is summoned immediately. Staff WILL NOT attempt to transport a sick or injured child in their own vehicle
- Whilst waiting for the ambulance, we will contact the parent in the first instance and if this is not possible the emergency contact and arrange to meet at the hospital
- A senior member of staff will accompany the child and take with them from Nursery the child's folder, medication and child's comforter (if they have one)
- Staff will remain calm at all times: children who witness an allergic reaction may well be affected by it and need lots of reassurance and cuddles
- All incidents will be recorded and shared and signed by the parents at the earliest opportunity

Signed by Nursery Principal.....Date.....

Wyvern Nursery Behaviour Management / Conflict Resolution

Wyvern Nursery believe that children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities.

Staff within Wyvern Nursery will recognise and respond to all behaviour and will focus their attention on positive and acceptable behaviour.

The children will be encouraged to show respect for themselves, other people, their attitudes and the environment. Every child will be encouraged and nurtured.

Positive methods of guidance will be used at all times and will include:

- Problem solving
- Encouragement
- Limit Setting

A Problem Solving approach to Conflict will be adopted using the '6 Steps'

Staff will:

- Help children resolve conflicts when they arise:
 - Step 1: Approach calmly
 - Step 2: Acknowledge children's feelings
 - Step 3: Gather information
 - Step 4: Restate the problem
 - Step 5: Ask for ideas for solutions & choose one together
 - Step 6: Be prepared to give follow up support
- Keep children's developmental characteristics in mind:
 - Acknowledge & talk about what each child is feeling
 - Engage children as active participants in the problem solving process {rather than solve problems for them}
 - Give children specific information
- Maintain a supportive environment to keep conflicts at a minimum:
 - Maintain limits & expectations for behaviour that are developmentally appropriate
 - Provide many choices for play
 - Establish & follow a consistent daily routine
 - Model respectful ways of interacting with others & using materials
 - Plan for transitions

Physical punishment is not an option, therefore reprimanding in the form of smacking or shaking, or other methods which may be regarded as humiliating, threatening or frightening will **never** be used.

Behaviour related incidents will be recorded and monitored. Persistent problems will be noted and parents will be invited in for a discussion with the Nursery Principal.

Signed by Nursery Principal..... Date.....

Wyvern Nursery
Bereavement

Nursery children and their families may experience grief and loss of close family members or friends whilst with us in the Nursery. We understand that this is not only a difficult time for families but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.

We aim to support both the child and their family and will adapt the following procedure to suit their individual needs and wants:

- We ask that if there is a loss of a family member or close friend that the parents inform the Nursery as soon as they feel able to. This will enable us to support both the child and the family wherever we can and helps us to understand a potential change in behaviour of a child who may be grieving themselves.
- The Key Person will talk with the family to ascertain what support is needed or wanted from the Nursery. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation.
- The child may need extra support or one-to-one care during this difficult time, the Nursery will adapt their staffing arrangements so they are fully supported by the most appropriate member of staff on duty, preferably the child's Key Person.
- The Nursery will be flexible wherever possible to adapt the sessions the child and family may need during this time.
- The death of family pets is also an area that children and their families may need support with. We will follow the above procedure wherever it is appropriate to support the child to understand their loss and support their emotions through this time.

Signed by the Nursery PrincipalDate

Wyvern Nursery Child Collection

Arrivals & Departures

The Nursery staff will give a warm welcome to anyone entering the Nursery.

Security procedures are in place to protect the children within our care, and also the staff of the Nursery.

Parents must complete a registration form and initial profile sheet informing the Nursery as to who is authorised to collect their child from our care.

These individuals must be introduced, in person, to the child's Key Person and the Room Leader even if they are a parent of the child. For example, if the child's mother has been the only parent into the Nursery, but the father is also authorised to collect the child, he must be introduced to the Key Person and Room Leader by the mother.

In the event that it has not been possible to make such introductions, any authorised person must bring on their first visit identification which includes a photograph e.g. passport, on their first visit.

If a person is added to the authorisation list at a later date, they must be introduced and their name added to the registration form. The parent must sign this amendment. A written note is an acceptable amendment to the registration form, providing it is sent prior to the pick up by the authorised guardian.

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Room Leader must be contacted and a full description given of the person including their name
- The Room Leader will give a single password to be used only on that occasion, which must be passed on to the person collecting the child. They must still bring with them identification showing a photograph i.e. passport etc
- When the person arrives, identification will be checked against the description given and the correct password given.

If staff are in any doubt, they are required to contact the parent and ask for verification of the identity of that person.

Late Collection

If a child is left beyond the Nursery closing time the procedures to be followed are in the Operations Manual.

Adults arriving under the influence of alcohol or drugs

Wyvern Nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parents or another designated person and they are deemed to be under the influence of alcohol or drugs, the senior member of staff on duty will assess whether the child's safety and welfare may be impacted.

Where an adult is deemed to be under the influence of alcohol or drugs the Nursery staff will endeavour to contact another designated adult. The Nursery reserves the right to report such matters to the Duty Social Care Team and or the Police.

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Children with EAL(English as an Additional Language)

Wyvern Nursery are committed to ensuring all families feel welcome and included in the setting. Children can have many different levels of the understanding of the English language and may need additional support when settling into and attending Nursery.

We achieve this by working in partnership with parents and identifying tools and techniques that can help children gain an understanding of their new environment.

This will include asking parents for key words in the child's home language and using these to support the child whilst settling in at nursery and help with the development of language and the understanding of English language.

Staff will use simple language and one or two word instructions with gestures / signs (STC Somerset Total Communication) to help a child communicate.

Signed by Nursery Principal..... Date.....



Wyvern Nursery Child Protection

An effective child protection policy and procedure is vital, not only for the safety of all the children who attend Wyvern Nursery, but also for the safety and support of all the staff members

It is therefore essential that all staff familiarise themselves with the Wyvern Nursery Child Protection procedures and the Local Safeguarding Board Guidance.

Here, within Wyvern Nursery we have a duty to be alert and aware that abuse in all forms does occur in our society. Our fundamental responsibility is the well-being and welfare of the children in our care. We appreciate that it is a sensitive issue but it is part of our duty to act quickly and responsibly in any instance, we also have a major responsibility to report any concerns or suspicions of abuse to the Local Authority. Under the Children's Act 1989 (section 47 (1)), it is the authorities duty to investigate.

- Wyvern Nursery will provide a warm and caring experience, where children's welfare is paramount, and where a child will feel safe and secure
- Staff will adopt an open-minded and non-judgemental approach towards the children and families that attend our Nursery's
- Staff will be trained in issues relating to Child Protection and should know how to recognise and respond to potential indicators of abuse or neglect
- Any concerns will be approached sensitively and in accordance with the clear instructions stated in procedures in our operations manual, and in accordance with Local Safeguarding Board Guidelines
- Procedures will be reviewed based on the evaluation and outcome of the incident
- Staff will also be familiar with the procedures in place should an allegation be made against a staff member

The Nursery Principal is the nominated Child Protection Officer within the Nursery and will take the lead in dealing with any concerns raised initially, the Nursery Principal will then take advice from outside agencies such as the Children's Social Care Team, and the Police.

Wyvern Nursery staff will be familiar with the organisations procedures for promoting and safe guarding the welfare of young children and know who to contact within the organisation to express concerns about a child's welfare regarding child protection. These procedures must be followed correctly. Staff will also be familiar with the Local Safeguarding Board Guidelines.

In most cases a referral will not be made without the parent's knowledge unless by discussing this with the parent would put the child in danger. Parents need to be aware that the Local Safeguarding Board guidelines state that it may be necessary under certain circumstances to share information with other agencies to ensure the safety and well being of a child.

Should a parent have concerns regarding a member of staff please see the Nursery Principal or Director

Children's Social Care Team	0845 345 9122
Out of Hours Emergency Duty Team	01458 253241

Signed by Nursery Principal..... Date.....

Wyvern Nursery
Collaboration with the Local Authority and other Agencies

Collaborative working

It is in the interest of all parties that any association we enter into are positive and constructive. Feedback is therefore welcomed and encouraged.

Efficient transfer of information is necessary in order to maintain standards and enable the smooth transition of new developments.

Signed by Nursery Principal..... Date.....

Wyvern Nursery
Comments, Complaints & Compliments

The Nursery Principal is responsible for informing all parents of their rights to the complaints procedure. Should a parent have any cause for concern or complaint the initial point of contact will be the Nursery Principal or Room Leader, should the Principal be off site.

The person taking the complaint will complete the relevant documentation, which should be signed and dated by all parties.

If the matter cannot be resolved at Nursery level it will be brought to the attention of the Director who will take appropriate action.

Parents have the right to contact OFSTED directly on **0300 123 1231**

Please refer to the comments, complaints and suggestion form. The parents' notice board in the Nursery will have information for parents who need to contact the Director, Nursery Principal and OFSTED.

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Contractors On Site

When it is necessary for a Contractor to visit and work within a Nursery, we endeavour to keep disruption to a minimum.

Wherever possible we will ask Contractors to visit out of Nursery hours, however this is not always feasible owing to the nature of the contract i.e. emergency plumbing repairs.

All Contractors must wear a clearly marked visitors badge at all time and will be restricted to areas of the Nursery essential for the work to be carried out.

Contractors are asked to inform the Nursery Principal when they leave and re-enter the premises to ensure that all doors remain closed at all times.

Contractors are asked not to approach the children or encourage them to linger whilst they work. Children will either be moved from the area of work or a physical barrier will be erected.

Items used by the Contractors will be kept out of the reach of the children, and never left unattended. Should the Contractor need to leave, the work area will be made safe.

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Customer Care

Customer Care

We are fully aware of the task entrusted to us in looking after the children in our care and as such we have procedures in place to ensure that a high level of communication between the Nursery and parents is achieved and maintained.

Notice boards and newsletters ensure that parents are continually kept up to date on all aspects of the care of their child. Each parent has open access to their child's records. Parents are also invited to call into the Nursery at any time, however lengthy discussions may require prior arrangement with the Nursery Principal.

Signed by Nursery Principal..... Date.....

Wyvern Nursery Dealing with Discriminatory Behaviour

We have a duty to create and implement strategies in the Nursery to prevent and address all discriminatory behaviour. Such strategies include:

- Recording all incidents relating to discrimination on any grounds
- All recorded incidents are reported to the child's parents, and when appropriate to the registering authority
- Parents will be informed if discrimination occurs and what actions the Nursery will take to tackle it

Types Of Discrimination

Direct Discrimination occurs when someone is treated less favourably than another person because of a protected characteristic.

Discrimination By Association occurs when there is a direct discrimination against a person because they associate with a person who has a protected characteristic.

Discrimination By Perception occurs when there is a direct discrimination against a person because they are perceived to have a protected characteristic.

Indirect Discrimination can occur where a provision or criterion is in place which applies to everyone in the organisation but particularly disadvantages people who share a protected characteristic.

Harassment is defined as *'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating intimidating, hostile, degrading, humiliating or offensive environment for that individual'*.

Third Party Harassment is the harassment of employees by a third party not employed by the Nursery, e.g. visitors or parents.

Victimisation occurs when an employee is treated badly or put to detriment because they have made or supported a complaint or raised grievance under the Equality Act 2010 or have been suspected of doing so.

Protected characteristic

The nine protected characteristics under the Equality Act 2010 are

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

Incidents may involve a small or large numbers of persons, they may vary in their degree of offence and may not even recognise the incident has discriminatory implications or on the other side their behaviour may be quite deliberate and blatant.

Examples of discriminatory behaviour are:

- Physical assault against a person or group of people
- Derogatory name calling, insults and discriminatory jokes
- Graffiti and other written insults
- Provocative behaviour such as wearing badges and insignia and the distribution of discriminatory literature.
- Threats against a person or group of people because the nine protected characteristics listed above.
- Discriminatory comments including ridicule made in the course of discussions
- Patronising words or actions

All staff will be asked to seek and overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff or parents may express in the Nursery.

An atmosphere must be created where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are discriminatory. Nor must staff appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. A sensitive and informed approach must be used to counter any harassment perpetrated out of ignorance.

Signed by the Nursery Principal.....Date.....

Wyvern Nursery
Debt Procedure

Wyvern Nursery rely upon prompt payment of invoices. Invoices will be raised monthly in advance and issued to the person responsible for payment.

Should there be a problem in paying your invoice it is important to speak to the Nursery Principal as soon as possible, in order for us to deal with the issue before it becomes a debt.

A late payment fee of £25.00 will be added to your next invoice if payment is not received by the 1st of the month for which the fees are payable.

A reminder will be sent out in the first instance, followed by suspension of the child's place until payment is made. Should payment still not be forthcoming then the debt will be pursued through the legal system.

Please see terms and conditions for full details.

Signed by the Nursery Principal.....Date.....

Wyvern Nursery
Emergency Closure of Nursery

Wyvern Nursery will always endeavour to provide a service where it is safe to do so. In the event of a breakdown of essential services, severe weather conditions, illness epidemic 'act of god' or any other reason, If we feel the safety, health or welfare of the children, parents and or staff is compromised then we will take the decision to close the Nursery.

Should this be the case the following guidelines will be followed

- The Nursery Principal in conjunction with the Director will make the decision to close the Nursery
- All parents will be contacted by telephone and asked to collect or advised not to bring their child to Nursery
- Notices will be put up of any reasons for closure
- If the closure is due to an illness epidemic, the Nursery Principal will contact the local Health Protection Agencies and follow the advice given by them (see procedures in Wyvern Nursery Operations Manual)
- All other incidents will be managed by the senior person on duty and all staff will co-operate with them and any emergency service on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents will be dealt with on an individual basis, taking into account the effect on the safety, health, welfare of the children and staff in the Nursery
- If the closure is for more than one day parents will be kept informed by telephone and email
- **No refunds are given for emergency closures**

Adverse Weather

Should adverse weather conditions, such as floods, snow or heat wave occur, we will do our utmost to continue to provide a service.

In the event of staff shortages due to adverse weather conditions, we will contact off duty and or agency staff, and group children differently until staff are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues have been explored we will contact OFSTED and Social Care to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the Nursery.

In the event of the decision being taken to close the Nursery at any time all parents will be contacted to arrange collection of their child or to advise them not to bring their child to Nursery

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Equal Opportunities, Equality and Diversity

Statement of Intent

The Wyvern Nursery take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our settings.

Children should become aware of and learn to discuss, respect and accept differences and diversity. Every child will have the opportunity to develop in a way that is appropriate to their needs and staff will ensure that children can play in an environment free from all types of discrimination.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the Nursery Principal at the earliest opportunity.

The legal framework for this policy is based on:

- Equality Act 2010
- Children Act 2004
- Care Standards Act 2002
- Children Act 2006
- Special Educational Needs and Disability Act 2001

The management and staff within the Nursery are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief which cannot be justified as being necessary for the safe and effective performance of their work or training.
- Providing a childcare place wherever possible, for children who may have learning difficulties and / or disabilities or are deemed disadvantaged according to their individual circumstances, and the Nursery's ability to provide the necessary standard of care
- Striving to promote equal access to services and projects by taking practical steps, (wherever possible and reasonable) such as ensuring access to people with additional needs and by producing literature in relevant languages and media for all children and their families.
- Providing a secure environment in which all our children can flourish and all contributions are valued.
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing childcare practice to ensure the policy is effective and practices are non-discriminatory
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour (see dealing with discriminatory behaviour policy).

Recruitment

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

At interview, no questions will be posed which potentially discriminate against the grounds specified in the statement of intent. All candidates will be asked the same questions, and members of the selection group will

not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Staff

It is the policy of Wyvern Nursery not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy. All staff are expected to participate in equality and inclusion training.

Training

Wyvern Nursery recognises the importance of training a key factor in the implementation of an effective inclusion and equality policy. The Nursery will strive towards the provision of inclusion, equality, and diversity training for all staff.

Early Learning Framework

Early learning opportunities offered in the Nursery encourage children to develop positive attitude to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of religions, beliefs and festivals
- Creating an environment of mutual respect and empathy
- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and or disabilities and children from disadvantage backgrounds
- Ensuring that children whose first language is not English have full access to the learning opportunities and are supported in their learning.

Special Educational Needs Policy

Settings receiving Early Years Entitlement Funding from the Local Authority are required to take account of the Special Educational Needs and Disability Act 2001 and section316A of the Education Act regarding inclusion.

We follow a four stage model to support staff and children in assessing and meeting need:

- Identify Special Educational need
- Assess the needs of the individual
- Monitor the individual
- Review the whole process in partnership with parents and other professional bodies.

These stages are not an automatic progression towards, nor barriers in the way of 'statements'.

The aim is that they are a means of matching provision of the individuals needs and should be firmly embedded in the general work of the Nursery.

With this in mind the Wyvern Nursery SEN policy is outlined below:

Wyvern Nurseries welcomes children with special needs and disabilities, and recognises their requirements.

If your child has a special educational need identified by yourself, your Key Person or any other professional body we will work in partnership with you to assess and monitor these needs.

An individual educational and care plan {an IEP} will be drawn up with your full knowledge and consent to ensure the best possible options and all parties will regularly review this along with ensuring that resources are being used to cater for your child's individual needs.

Aims

- We endeavour to offer a professional service in order to provide the best possible quality care and education for children with special needs.
- To recognise and meet the individual need and potential of every child in all aspects of life and learning.
- To provide a fun, stimulating but secure environment and to make the best possible use of resources, both within the Nursery and beyond to meet the needs of all children.
- To work toward continually improving the service we offer by regularly monitoring and evaluating the provision, support and training of our staff and using all resources available to us through the wider community.
- To work in partnership with other professionals and agencies i.e. MAISEY

Each Nursery will identify a staff member as the SENCo (name displayed on the Notice Board) who will co-ordinate liaison with relevant agencies, MAISEY, Key Person, parent, the Nursery Principal and any other relevant parties. The Nursery Principal will liaise with the Director.

Food

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met
- We will help children learn about a range of food and cultural approaches to meal times and to respect the differences among them

Meetings

- Information about meetings and activities will be communicated in a variety of ways according to individual needs (written or verbal) to ensure that all parents have information regarding access

Signed by Nursery Principal.....Date.....



Wyvern Nursery Health & Safety

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children are cared for and learn in. We provide information, training and supervision to meet this purpose.

We wish to develop and promote a strong health and safety culture within the Nursery for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up-to-date, particularly as the Nursery changes, and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Aims & objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health and safety of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the Nursery
- Establish and maintain safe working procedures amongst staff and children
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure provision of sufficient information, instruction and supervision to enable all people working in or using the Nursery, to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe Nursery and safe entry and exit from it
- Formulate effective procedures for the use in case of fire and other emergencies and for evacuating the Nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the Nursery
- Follow the regulations of the Health and Safety and Work Act 1974 and any other relevant legislation
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with disabilities and ensure all areas of the Nursery are accessible (wherever practicable)
- Provide a safe environment for students and or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management

We believe the risks in the Nursery environment to be low but to maintain the maximum protection for children, staff and parents we consider it necessary to:

- Ensure the entrances and exits to and from the building , including fire exits, remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors, and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothing where appropriate
- Prohibit smoking on the Nursery premises
- Prohibit any Contractor working on the premises without prior discussion with the officer in charge.
- Risk assess all electrical sockets and take appropriate measures to reduce risk where necessary and ensure no trailing wires around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in original containers
- Wear protective clothing when cooking and serving food.
- Prohibit certain foods e.g. peanuts
- Familiarise all staff and visitors with the position of first aid boxes and who the appointed first aiders are.
- Ensure children are supervised at all times.
- Ensure no student is left unsupervised at any time

Responsibilities

The Nursery Principal has overall responsibility for this policy being carried out at Wyvern Nursery. In her absence is the responsibility of the Room Leader.

All employees have the responsibility to co-operate with senior staff and the Nursery Principal, to achieve a healthy and safe Nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health and safety problem, which they are not able to put right, they must report it immediately to the appropriate person who can deal with the matter. Parents and visitors are requested to report any concerns they may have to the Nursery Principal.

Daily contact, monthly staff meetings provide means of consultation on health and safety matters between management and employees.

Health and Safety training

Wyvern Nursery have a commitment to ensure that all employees are fully aware of their responsibilities under health and safety law. Employees will attend one of the following training sessions:

- Health and Safety Management
- Appointed Health and Safety Officer
- Health and Safety in the Nursery

The Nursery Principal is responsible for monitoring staff training.

At least one member of staff on duty MUST hold a First Aid Certificate.

Health & Safety Arrangements

- All staff are responsible for general health and safety in the Nursery
- Risk Assessments are to be conducted on all areas of the Nursery, including rooms, activities, outdoor areas, resources, and cleaning equipment
- All outings away from the Nursery (however short) must have a risk assessment in place.
- All equipment and areas will be checked thoroughly by staff before children access the area. (These checks are recorded in each room and initialled by the staff responsible) All unsafe areas will be rectified by staff to ensure the safety of all children. If this cannot be achieved the Nursery Principal must be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs
- The Nursery will adhere to Control of Substances Hazardous to Health (COSHH) guidelines to ensure all who use the premises are safe around any chemicals we may use
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety
- We have clear accident and first aid procedures to follow in the case of any person in the Nursery suffering from an accident or incident
- We have clear procedures to support the prevention of fire and the safe evacuation of all persons from the Nursery. This is shared with all staff, students, parents and visitors to the Nursery
- All health and safety matters are reviewed informally on an on going basis and formally every six months or when something changes

Signed by the Nursery PrincipalDate.....

Wyvern Nursery Illness and Exclusion

Within Wyvern Nursery our priority is the child's wellbeing. To protect this it may be necessary to exclude a child suffering from certain childhood illnesses.

- If a child becomes unwell during the day the parent will be informed as soon as possible.
- Children suffering from recognised childhood diseases should not return before the recommended isolation period has been observed {see 'childhood illnesses'}.
- The Nursery will notify parents if a child has recurrent vomiting or has more than two bouts of diarrhoea within a four-hour period.
- Children suffering from diarrhoea and vomiting are required to remain at home for a minimum of 24 hrs clear after the last bout of either condition.
- In these circumstances, a child that has returned to the Nursery who still displays symptoms of diarrhoea and vomiting, parents will be contacted to take their child home again and the above will apply.
- A child with a high temperature should remain at home and should only return when the temperature has remained normal without the assistance of temperature reducing medication.
- Parents will be notified immediately if a child develops a high temperature whilst at the Nursery. Every attempt will be made to reduce the child's temperature by an appropriate method of cooling them down.
- Any child displaying the symptoms of 'sticky eye' will need to remain at home until seen by a doctor and appropriate diagnosis has been made.
- Parents will be notified if their child develops a rash whilst attending the Nursery.
- Children known to have a rash or to be suffering from a non-specific virus will not be allowed to attend the Nursery without first having received medical advice.
- Children who have been prescribed anti-biotics for specific conditions may attend Nursery only on the advice of their GP.
- If a child needs hospital treatment parents will be notified, in all cases, without delay {hospitals usually refuse to treat a child without a parent or legal guardian being present, except in the cases of extreme emergency}. If necessary, a member of staff will collect the child's personal details and accompany the child to the hospital and will wait with the child until the parent arrives.
- OFSTED and other appropriate departments will be informed of notifiable accidents or illnesses according to relevant legislation.
- Parents will be informed if specific childhood illnesses are prevalent at the Nursery.
- Parents are requested to inform the Nursery if children are recovering from an illness or accident. Parents are also requested to inform the Nursery on arrival of any injuries received outside of the Nursery.
- The Nursery Principal will follow the procedures for exclusion and reporting on 'notifiable diseases' in accordance with HSE directive.

Signed by Nursery Principal.....Date.....

Wyvern Nursery
Immunisation

Wyvern Nursery does not discriminate against children who have not received immunisations and will not disclose individual details to other parties.

Parents of vaccinated children need to be aware that some children in the nursery will not be vaccinated. This may be due to their age, medical reasons, or parental choice.

Information regarding immunisations should be recorded on the child's registration documents and updated as and when necessary, including when the child reaches the age for the appropriate immunisations.

If children are not vaccinated we request that the Nursery Principal is made aware of this so that children/staff/parents are not exposed to any unnecessary risk of any sort.

Staff vaccinations

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis
- Polio

If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse for their own good health.

Signed by the Nursery Principal.....Date.....

Wyvern Nursery Infection Control

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs, or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

The best way to prevent a virus or infection from moving around the Nursery environment is to maintain high hygiene standards in the Nursery. To do this we will follow the guidance below:

- Encourage all children (age appropriate) to use tissues when coughing and sneezing to catch germs.
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands (or use surgical hand gel) once the tissue is disposed of.
- Discuss with all children the need for good hygiene procedures in helping them to stay healthy.
- Staff will wear appropriate Personal Protective Clothing (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff will dispose or clean these in the appropriate manner and wash hands immediately.
- All potties and changing mats are cleaned and sterilised before and after each use
- Toilets are cleaned at least daily.
- Staff are to remind children to wash hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this.
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota using either hot soapy water, anticbac cleanser or through washing in a washing machine.
- All equipment used by babies and toddlers will be washed or cleaned as and when they need it - this includes when the children have placed it in their mouth.
- Parents and visitors will be required to remove all outdoor footwear or use shoe covers when entering the 'Baby room'.
- Staff in the baby room will be required to wear specific indoor shoes or slippers whilst in the 'Baby room'
- When children are ill we will follow the sickness and illness policy to limit the spread of any infection in the Nursery.
- The Nursery Principal retains the right of refusal of any child, parent, staff or visitor who are deemed contagious and may impact on the welfare of the rest of the Nursery.
- Parents will be made aware of the need for these procedures in order for them to be followed.
- Periodically each room in the nursery will be deep cleaned, including carpets and soft furnishings. This will be implemented earlier if the need arises.
- The Nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

Signed by the Nursery Principal.....Date.....

Wyvern Nursery Information Sharing, Confidentiality and Data Protection

Wyvern Nursery work with children and their families which will bring us into contact with confidential information. It is a legal requirement for the Nursery to hold information about the children and their families using the Nurseries and the staff working at the Nursery. This information is used for registers, invoices, emergency contacts, and development profiles. However all records will be stored securely in line with Data Protection Protocol.

Our entry in the Data Protection Register is number Z3473249.

Within Wyvern Nursery, staff, students and volunteers are made aware, during their induction, that their role will bring them into contact with sensitive and confidential information and that the aim of the Nursery is to promote an environment of respect regarding any information relating to the children, families and the group's business.

Parents have access to the files and records of their own children and all personal information is dealt with according to Data Protection Protocol.

Personal Information may need to be shared with other organisations so that we can meet your child's needs. We can only disclose personal information about you or your child if we have been 'fair'

This means we have:

- Told you for what purpose we will use your information, and
- Who we are intending to share it with

There are some circumstances where we are required to disclose your personal information without being 'fair'

This means for the purpose of:

- Preventing or detecting crime
- By order of a court
- The assessment or collection of any tax or duty: or where we are obliged by law to provide information to another person / agency e.g. Inland Revenue, Child Support Agency, Asylum and Immigration Office, etc
- To prevent serious harm to either the individual to whom the information relates or any other person i.e. Child Protection issues

It is our intention to respect the privacy of children and their families and we will do so by:

- Storing confidential records securely
- Ensuring that all staff, volunteers and students are aware that this information is confidential
- Ensuring that all parents have access to files and records of their own children
- Gathering parental permission for any information to be used other than for the reasons above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students, and volunteer inductions include awareness of the importance of confidentiality in the role of the key person. If staff breach, any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement are advised of our confidentiality policy and required to respect it

- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personal decisions.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure confidential file and are shared with as few people as possible on a 'need to know' basis. If however a child is considered at risk our Safeguarding / Child Protection policy will override confidentiality.

Please also refer to Child Protection Policies & Procedures

Signed by the Nursery Principal.....Date.....

Wyvern Nursery
Key Person

Within Wyvern Nursery each child will be allocated a Key Person, all children still interact with other staff and staff will have knowledge of the needs of all children within the Nursery.

The Key Person will be responsible for the following:

- To welcome and settle the child and family into the Nursery
- To collate relevant information and share this with other staff e.g. dietary requirements, cultural background, play preferences.
- To record all round developmental progress
- To ensure Nursery planning meets the specific needs of child
- To regularly present a review of individual children's progress to parents

We would ask the parents to advise the Key Person as below:

- Ensure that the Key Person is well informed about their child's needs and that this information is up-dated as circumstances change
- Inform the Key Person about their child's progress and development outside the Nursery
- To aid planning for their child's need's and interests

The Nursery Principal and Room Leaders can be seen as required.

Signed by the Nursery PrincipalDate.....

Wyvern Nursery Managing Medication

Prescribed medication

A child may attend Nursery whilst receiving medication as long as one or more of the following applies

- The child has a long term medical condition and requires on going treatment
- The child is well and not distressed but needs to complete a course of treatment in order that they remain well
- That they are no longer infectious

It is our policy that we will administer any prescribed medication to a child under the direct authority of the parents, so long as the child has had at least one dose or course of the medication before.

- It is the policy of the Wyvern Nursery that prescribed medication can be administered to a child under the direct authority of the parents so long as:-
 - The child has had at least one dose or course of the medication before
 - The medication is labelled with a chemist/doctors printed label
 - Staff must check the label to ensure that it has the child's name on {not the name of any other child or family member}, that it is 'in date' and that the prescribed dosage is on the label
- When a child is given a dose of the medication at home for the first time we strongly recommend that there is a time lapse of at least four hours prior to attending Nursery.

Where possible the child's Key Person will administer all medication, and the Nursery Principal or Room Leader, will countersign the medication form and will check all doses of medication. The form details the child's name, medication, date, dose, time, who administered the medication.

Liquid Paracetamol. {Eg Calpol}

The only exception to this policy is the administration of liquid Paracetamol.

In the event of a child having a dangerously high temperature we will administer liquid Paracetamol under a parents wishes only after the following precautions have been taken

- All methods of cooling down the child by other means have been attempted
- Parents have been notified and the time delay for collection would put the child at greater risk or discomfort

When the child joins the nursery, parents will be asked to complete a liquid Paracetamol permission form which will be kept on file in the event of an emergency, {should we be unable to contact a parent or named contact}. If a parent chooses not to complete this form they should be made aware that they may be required to collect their child at short notice if in the best interest of the child.

Parents will **always** be contacted for permission before the nursery administers liquid Paracetamol and the child must still be collected as soon as possible. A medication form will be completed.

Ibuprofen will **not** be administered

Non Prescribed Medication

Medication bought over the counter and that is not prescribed by a doctor will **not** be administered at Nursery unless accompanied by a letter on headed paper stating the child's name, date, instructions from a G.P. with the exception of teething gel, homeopathic medication and some 'nappy cream' (please see list in Operations Manual & Parent Information Sharing pack.

We recognise that there may be times when our procedures, particularly in respect of administering liquid paracetamol, may not fully meet individual requirement. Please speak to the Nursery Principal who will consider your circumstances. Any decision taken will be on an individual basis.

Storage

All medication for children must have the child's name clearly written on the original container and will be kept in a closed box, which is out of reach of all children.

Emergency medication such as inhalers and epipens will be within easy access in the case of immediate need, but will remain out of the reach of children.

Any antibiotics requiring refrigeration will be kept inaccessible to children.

All medication must be in their original containers or they will not be given. All prescription medications must have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Signed by Nursery Principal.....Date.....

Wyvern Nursery
Missing Child

In the unlikely event of a child going missing within / from Nursery, the following will be implemented immediately:

- The Room Leader will be informed immediately and all staff present will be informed and deployed to start an immediate and thorough search of the Nursery, or venue, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout.
- The Nursery Principal will carry out a second search
- If the child has still not been accounted for, the Nursery Principal will contact the police
- The Nursery Principal will also contact the parents of the missing child
- During this period, the staff will be continually searching for the missing child, whilst other staff maintain as near normal routine as possible for the rest of the children in their care
- The Nursery Principal will meet the police and parents
- The Nursery Principal will then await instructions from the Police
- Any incidents must be recorded in writing as soon as practically possible
- OFSTED and Children's Social Care must be contacted and informed of any incidents
- With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experiences, management will provide this
- Post-incident risk assessments will be conducted following any incident of this nature to reduce

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Mobile Phone and Social Networking

We believe our staff should be completely attentive during their hours of working to ensure all children in the Nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The Nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the Nursery view the staff.

Staff must adhere to the following:

- Mobile phones must be turned off, however in cases of emergency staff should give the main landline telephone number, or seek permission to leave their mobile phone on silent
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely and not taken into the room used by the children within the Nursery
- During outings, staff will use mobile phones belonging to the Nursery wherever possible. No photographs should be taken of the children on any phones, either personal or Nursery-owned
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the Nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Nursery
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal

Signed by the Nursery Principal Date

Wyvern Nursery
Nappy Changing

Within Wyvern Nursery no child is excluded from the setting who may, for any reason, be wearing nappies. Nursery staff will work alongside parents to determine when it may be appropriate to make the transition from nappies to underwear.

We will follow the guidelines below for changing nappies:

- Staff ensure that nappy changing carried out in a relaxed, sensitive and caring manner
- Changing areas are warm and have a safe area for the children have their nappy changed
- Gloves and aprons are worn by the staff during nappy changing and the area wiped down with antibacterial spray after each use
- Children have their nappies checked throughout the day and will be changed as and when necessary
- A record of each time a child is checked and or changed will be logged
- Nappies and pull up's are disposed of hygienically and not flushed down the toilet
- Children are encouraged to take an interest in the toilet and potty

Signed by the Nursery PrincipalDate.....

Wyvern Nursery Nutrition & Meal Times

Wyvern Nursery is committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements. Meal times should be happy, social occasions for children and staff alike. Positive interaction should be shared and enjoyed at these times.

We will ensure that:

- A balanced and healthy breakfast, mid-day meal, tea and snack is provided for children attending a full day at the Nursery
- Menus will be planned in advance, rotated regularly and reflect cultural diversity and variation. Menus will be displayed for the parents to view
- Fresh drinking water will be constantly available and frequently offered to children and babies
- Individual dietary requirements can be catered for and will be respected. We will gather information from parents regarding their child's dietary needs including allergies. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put an individual dietary plan in place. Vegetarian alternatives will always be available
- For children following special diets because of allergies, intolerance or medical conditions we will need supporting documentation from one of the following: GP, health visitor, practice nurse, dietician, and paediatrician
- Staff will show sensitivity in providing for children's diets and allergies. They will not use a child's diet or allergy as a label for the child or make a child feel singled out because of her diet or allergy
- Meal and snack times will be organised so that they are social occasions in which children and staff participate in small groups. During meals and snacks children will be encouraged to use their manners and say 'please' and 'thankyou' and conversation will be encouraged
- Staff will use meal and snack times to help children develop independence through making choices, serving food and drink and feeding themselves. Staff will support children to make healthy choices and understand the need for healthy eating
- Any child who shows signs of distress at being faced with a meal she does not like will have her food removed without any fuss. If a child does not finish their main course he/she will still be given dessert
- Children will be given time to eat at their own pace and not rushed
- Quantities offered will take account of the ages of the children being catered for
- We will promote positive attitudes to healthy eating through play opportunities and discussions
- No child is ever left alone when eating or drinking to ensure they do not choke

Signed by the Nursery PrincipalDate.....

Wyvern Nursery Outings and Off Site Activities

As part of their learning and development, children at the Nursery undertake a range of local outings including walks and visits to local amenities. Permission will be sought at the initial sharing visit for day to day local walks and outings.

Separate permission will be sought for any outing that requires the use of transport.

All outings will be risk assessed and these are available for parents to look at in the Nursery.

In the event of a child going missing on an outing the 'Missing Child Procedure' will be followed (see Wyvern Nursery Operations Manual)

All children that leave the Nursery on a trip or visit are:

- Allocated to a Key Person for the day / trip
- Given a badge with the Nursery name and number / mobile number of the person-in-charge. {this is not necessary for day to day walks}

Registers of all the children will be held by the person-in-charge and the Key Person will have their own group listing.

Registers will be taken boarding the transport {if applicable}, at snack times, lunch time and boarding the transport to return.

The Key Person must be constantly aware of their key children's whereabouts and are required to constantly count numbers.

For all trips

The following minimum staff to child ratios must be maintained during all trips. However the Nursery Principal may need to improve the ratios for particular trips or outings where necessary.

Acorns	1 : 3	{1:2 Babies and 1 walking}
Littleoaks	1 : 5	

All trips must be age appropriate, for example young children will not be taken to the adventure playground area of the park where older children are playing, but will use an area with smaller apparatus.

Each member of staff will be allocated specific children to supervise whilst on the trip. For example one staff member will have three children to supervise and that person must be responsible for taking those particular children to the venue, constantly checking their whereabouts and supervising them at the venue, and finally walking with them back to Nursery.

The staff member in charge of the trip must take a list of all the children and their allocated staff member. A copy of this list and any mobile telephone number should be kept at Nursery in the outings file or book.

All staff should be aware of total numbers of children on the trip and take head counts at least every three minutes.

Children should wear appropriate clothing and apply sunscreen before leaving the Nursery in the summer.

All children are required to have used the toilet or had their nappy changed before leaving the Nursery. They should also look clean and tidy.

All children are required to wear a badge detailing the Nursery telephone number {and a mobile number if applicable}. The child's name will not be written on the badge.

For day trips requiring transport

(E.g. farm visits, theatre visits, trips requiring transport etc)

A letter detailing the itinerary and cost of the trip should be given to parents at least one week before the trip. Parents must return a consent form for that outing. No child will be allowed to attend a trip without the signed consent form.

Each child should have a light waterproof jacket for summer outings.

A travel First Aid kit must be taken on all trips.

Local outings by foot

{E.g. local library, parks, shops etc}

Staff ratios are as follows:

Acorns 1 : 3 {1:2 Babies and 1 walking}

Litteoaks 1 : 5 {1:4 if only taking a group of 2 to 3 year olds}

When going out on local outings there must always be a minimum of 2 staff.

The Nursery Principal must complete a risk analysis report for local outings. This will detail dangerous roads, the route to the venue, and potential supervision difficulties at the venue. Once the report has been written a meeting should be arranged with staff to discuss the risk analysis. An action plan will be compiled to address each area of risk for that particular outing.

The risk analysis and action plan must be signed by all staff and kept in the outings file.

For each outing there must be a staff member who is nominated as the person in charge. This name must then be entered into the outings book.

The Key Person must ensure that each key child has a signed outing consent form for local outings.

The following items will be taken on every trip:

- First Aid kit
- Mobile phone
- Spare nappies, wipes and nappy sacks
- Plastic carrier bags for rubbish
- A bottle of drink for the children and plastic beakers
- A rug to sit on
- Reins for children under three years old who are walking
- Sunscreen and sun hats in summer

Signed by the Nursery PrincipalDate.....

Wyvern Nursery Outdoor Play

At Wyvern Nursery we are committed to the importance of outdoor play and physical development in all children regardless of their age and stage of development. All activities will be made accessible to children with learning difficulties and disabilities to ensure all children are able to freely and independently use the outdoor area and physical play opportunities to best effect.

Children need regular access to outdoor play in order to develop their large and small muscles, experience an environment that is different to the inside of the Nursery and more importantly access sunlight in order to absorb vitamin D more effectively.

The outdoor areas, both within the Nursery grounds and in the local community have a wealth of resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem all of which support children to develop skills for now and the future.

The Nursery will ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Staff are informed of the importance of these procedures and are trained appropriately to ensure these procedures are followed effectively.

Parents' permission will be sought before any child leaves the Nursery during the day, this include short outings into the local community. Please refer to the outings and offsite visits policy for further information on this process.

All outdoor play opportunities and outings will complement the indoor activities and provide children with both adult-led and child-initiated opportunities (wherever appropriate) to enable children to learn and practice new skills, knowledge and behaviours.

The Nursery will use this policy alongside the following policies to ensure the safety and welfare of children throughout their time outside.

- Health and safety
- Sun care
- Lost child policy
- Working with Parents
- Visits and outings.

Signed by the Nursery Principal Date

Wyvern Nursery
Partnerships With Children

Here at Wyvern Nursery, we believe relationships with children are fostered by encouragement and listening. The relationship with children is built on the two way flow of trust and involvement.

- We are committed to providing a secure environment in which all children can flourish and all contributions are valued
- Encouraging children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Ensuring that the childcare practice is regularly reviewed, in order to maintain a high standard of care and education for the child/children

We adhere to the local government 'Every Child Matters' framework and also the Early Years Statutory Framework (EYFS) who sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Signed by the Nursery Principal Date

Wyvern Nursery
Potty Training

The staff within Wyvern Nursery, are experienced in helping children to use the potty and/or toilet. The Nursery staff will work with you to support the transition from nappies to using either the potty and /or the toilet. Potty training can be a very daunting process for parents however please be assured that our staff will work with you to ensure the process is as smooth as possible.

Please be aware that it can take longer for a child to potty train at Nursery as there is much more happening within the environment than at home.

We will follow the guidelines below:

- We will encourage your child to sit on the potty at Nursery and discuss with you the most appropriate time to start actual potty training
- Once it had been decided to start potty training we request that your child arrives in appropriate underwear to help them get used to the new sensation and understand that underwear does not work in the same way as nappies
- Your child needs to wear suitable clothing when potty training (e.g. no belts, dungarees or all in ones)
- Whilst your child is potty training, Nursery staff will keep you informed as to their progress
- If your child still has a nap at Nursery it will probably be necessary to put a nappy on at this time until they are dry throughout the day
- Accidents will be dealt with calmly, sympathetically and in a way which does not make the child think they have done anything wrong
- We ask that you bring in sufficient spare clothes for the staff to use during this process

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Risk Assessment

We ensure that Wyvern Nursery's are a safe environment for your child. We risk assess all furniture, rooms and resources to ensure the Nursery is safe for children and adults at all times.

We ensure that all activities are safe for the children and that the indoor and outdoor environments are checked for any risks before opening and closing the Nursery.

Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

Risk assessments are kept in the Nursery office and can be seen by any visitor to the setting, please speak to the Nursery Principal if you would like to see them.

Signed by the Nursery PrincipalDate

Wyvern Nursery Settling In

We aim for children to feel safe, stimulated and happy in Wyvern Nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the Nursery has to offer.

We aim to support parents and other carers to help children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The Nursery staff will work with parents to settle their child into the Nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the Nursery.
- Encouraging parents and children to visit the Nursery during the weeks before admission is planned.
- Planning settling in visits and introductory sessions, (lasting 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development.
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling into the Nursery.
- Encouraging parents, where appropriate to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Allocating a Key Person to each child, and her family before she starts to attend. The Key Person welcomes and looks after the child and the parent during the settling in period, and throughout their time at Nursery to ensure the family has a familiar contact person to assist with the settling in process.

In our experience, we have established that the following routine is effective in settling most children into the Nursery. However we recognise that all children are individuals and as such some settle quicker than others. With this in mind the routine for settling will need to be evaluated for each child at their initial visit. Some will need one or two visits others will need more.

Settling a child into a new environment should be a happy experience and to enable this we have devised the following policy to assist parents / carers and the staff to work together in partnership to make the process as smooth as possible.

Once a child has been offered a place at the Nursery, parents will be invited to visit with their child to start a settling in period and establish the number and length of visits they will require.

These visits are to enable the child to explore the Nursery in a relaxed way with their parents / carers, to meet staff and the other children. It will also give parents the opportunity to talk to staff about Nursery routines etc. and for the Key Person to gain information relating to the individual needs of the child.

In our experience we have established that the following routine is effective in settling most children into the Nursery, however we recognise that all children are individuals and as such some settle quicker than others. With this in mind the routine for settling will need to be evaluated for each child at their initial visit. Some will need one or two visits others will need more.

Visits will usually take the following format:

1st Visit

Parent and child are invited to visit the Nursery at an arranged time to meet the child's appointed Key Person, the Nursery Principal and the rest of the team. The child will be encouraged to observe the other children and join in with activities, as long as he/she feels comfortable in doing so.

Parents will be required to complete several forms and documents detailing all the individual needs of the child. This visit will last approximately 1 to 1 ½ hours.

2nd Visit

Parent and child will be invited to visit the Nursery at an arranged time, to join the appropriate group of children with the Key Person. Parents will be asked to remain in the room until the child is happy to join in with the group. Parents will then be asked to say goodbye to their child and leave the room for a period of one hour. Parents may either stay in the Nursery or leave for the duration.

3rd Visit

Parent and child will be invited to visit the Nursery at an arranged time to settle the child into the group with the Key Person and then say goodbye to the child, leaving them for a period of between 1 to 2 hours covering a meal time {i.e. breakfast, snack or tea, not lunch }

4th Visit

Parent and child will arrive at the Nursery at the start of a session. The parent is required to settle the child into the group with the Key Person and say goodbye to the child leaving them for a whole session. The parent will be asked to collect the child early i.e. before the other parents / carers arrive. The session should be either 9am to 1pm or 2pm to 5pm.

Parents will always be asked to say goodbye to the child and not "slip away". Children need to know that their parents have left and are not hiding. This will also help them learn that having left, parents will also return.

Parents are required to leave a contact number at the Nursery, should they leave during a child's visit. Staff are required to contact a parent should the child become distressed during the visits or a question relating to the child's care should arise on the day.

Parents may telephone the Nursery as often as necessary during both the child's visits and their time in the Nursery. Parents will be able to speak to the Key Person regarding the progress of the child.

If the child is attending Nursery for four or more day's parents will be asked to collect the child slightly earlier during the first week. Children can find the end of the day particularly difficult with many parents arriving and a great deal of movement in the Nursery. With this in mind, a 5pm finish is suggested.

Signed by Nursery Principal..... Date.....

Wyvern Nursery Special Educational Needs

Statement

Wyvern Nursery's are committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

The Nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

The Nursery is committed to working alongside parents in the provision for their child's individual needs to enable us to help the child to develop to their full potential. The Nursery is committed to working with any child who has a specific need and/or disability to enable every child to make full use of Wyvern Nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

We feel it is paramount to find out as much as possible about a particular child's condition and the way that may affect his/her early learning or care needs by:

- Liaising with the child's parents
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority/professionals
- Regularly monitoring observations carried out on the child's development

All children will be given a full settling in period when joining the Nursery according to their individual needs.

Aims

We will:

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice (England) on identification and assessment of any needs not being met by the universal service provided by the Nursery
- Include all children and their families in our provision
- Provide well informed and suitably trained practitioners to help support parents and children with learning difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and employ a Special Educational Needs Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to Special Educational Needs (SEN) and the SEN Code of Practice
- Identify the specific needs of children with learning difficulties and/or disabilities and meet those needs through a range of strategies
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities

- Promote positive images and role models during play experiences of those with additional needs wherever possible
- Celebrate diversity in all aspects of play and learning
- Our Nursery Special Education Needs Co-ordinator (SENCO) works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special educational needs policy of the Nursery, always making sure plans and records are shared with parents

Methods

We will:

- Designate a member of staff to be Special Educational Needs Co-ordinator (SENCO) and share his/her name with parents
- Provide a statement showing how we provide for children with learning difficulties and/or disabilities and share this with staff, parents and other professionals
- Ensure that the provision for children with learning difficulties and/or disabilities is the responsibility of all members of staff in the Nursery
- Ensure that our inclusive admissions practice includes equality of access and opportunity
- Ensure that our physical environment is as far as possible suitable for children and adults with disabilities
- Work closely with parents of children with learning difficulties and/or disabilities to create and maintain a positive partnership
- Ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's education
- Provide parents with information on sources of independent advice and support
- Liaise with other professionals involved with children with learning difficulties and/or disabilities and their families, including transfer arrangements to other settings and schools. We work closely with the next care setting and meet with them to discuss the child's needs to ensure information exchange and continuity of care
- Use the graduated response system for identifying, assessing and responding to children's special educational needs
- Provide a broad and balanced early learning environment for all children with learning difficulties and/or disabilities
- Provide differentiated activities to meet all individual needs and abilities
- Use a system of planning, implementing, monitoring, evaluating and reviewing Individual Educational Plans (IEPs) for children with learning difficulties and/or disabilities
- Review IEPs regularly every 3 months and hold review meetings with parents at this time
- Ensure that children with learning difficulties and/or disabilities are consulted at all stages of the graduated response, taking into account their levels of ability
- Use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities

- Provide resources (human and financial) to implement our SEN/disability policy
- Ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided
- Provide in-service training for practitioners and volunteers
- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually
- Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages
- Monitor and review our policy annually
- Special educational needs code of practice

It is the duty of the Nursery to carry out our statutory duties to identify, assess and make provision for children's special educational needs. The *Code of Practice (England and Wales) recommends that our Nursery should adopt a graduated approach to assessment through *Early Years Action and Early Years Action Plus (England and Wales). Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs. Our nursery has identified a member of staff as a SENCO who will work alongside parents to assess the child's strengths and plan for future support. The SENCO will ensure that appropriate records are kept according to the Code of Practice/*Manual of Good Practice.

Early Years Action – England and Wales only

The child is identified with special educational needs. The SENCO, working alongside colleagues and parents, will assess and record the child's needs and provide an Individual Education Plan (IEP) providing future support. This plan will be continually under review in consultation with the child and his/her parent(s).

Early Years Action Plus – England and Wales only is characterised by the involvement of external support services, usually requested by the SENCO and colleagues in consultation with the child's parents. If the help given through Early Years Action Plus is not sufficient to enable the child to progress satisfactorily, it may be necessary for the Nursery, in consultation with the parents and any external agencies already involved requesting a statutory assessment towards a statement of special educational needs.

Signed by the Nursery Principal Date

Wyvern Nursery
Student / Work Placement Policy

Wyvern Nursery seek to encourage future childcare workers. It also has an allegiance to fully protect all children and staff in its care. Wyvern Nursery welcome the opportunity to create firm links between Nursery sites and various colleges and seeks to ensure trust and safety for all those concerned.

It is the Nursery Principal responsibility to ensure that all initial contacts between Nursery, student and college/school are bona fide and appropriate.

On the initial visit to the Nursery, it is the Nursery Principal responsibility to carry out the induction procedure. The student will be made aware of their involvement and areas of work.

A period of one week's induction is given to the student upon which, and in discussion with the Room Leader, a decision will be made as to the suitability of the student and the continuation of the placement.

The student will have the responsibility to inform the Nursery Principal of any college requirements or visits from a mentor/tutor. Student attendance will be recorded and any absences will be reported directly to the college.

Students on short term placements will not be included in staffing ratios and will be supervised at all times.

Signed by the Nursery Principal.....Date.....

Wyvern Nursery
Sudden Death of a Child

Wyvern Nursery follow the guidelines as set out by the Foundation for Study of Infant Deaths to minimise the risk of sudden infant death.

To do this:

- The Nursery is smoke free throughout
- Mattresses are checked regularly to ensure they clean, firm and in good condition
- Sheets and blankets are used not duvets and pillows
- Sleeping children are checked every 10 minutes and this is recorded
- Babies are placed on their backs to sleep in the 'feet to foot' position (following discussion with the parent about their child's sleeping position)
- We ask that parents keep us fully informed as to the health of their child and should a child become unwell whilst at Nursery the parent will be contacted

Procedures and guidelines for staff in dealing with a sudden traumatic event such as the death or serious injury of a young child are in the Wyvern Nursery Operations Manual.

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Supporting Transitions

Children experience many transitions in their early years and Nursery staff are sensitive to the difficulties children may have whilst going through these transitions.

Some examples of transitions that young children and babies may experience are:

- Separation from main carer
- Starting Nursery
- Moving between different rooms within the Nursery
- Starting school or moving Nursery's
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet
- Day to day transitions - moving from one activity to another (e.g. playing to meal time, going outside, going home)

Staff are trained to observe their key children and as such will be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's behaviour or character.

See Operations Manual for procedures

Signed by Nursery Principal..... Date.....

Wyvern Nursery
Sun Protection

When attending Wyvern Nursery, staff are committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow the guidelines below to keep children safe and healthy in the sun:

- We ask that parents provide a clearly named sunhat which will be worn at all times whilst outside in sunny weather. The hat will preferably be of the legionaries design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection
- Children need light-weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sun burn.
- Children's safety outside in the sun is the Nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Children will not be out in the sun between 11.15am – 2.15pm on hot days
- Children will always have sun cream applied before going outside on sunny days and at frequent intervals during the day
- Children are offered cooled water more frequently throughout sunny or warm days
- Children are made aware of the need for sun hats, sun cream, and the need to drink more fluids during their time in the sun
- Staff will make day-to day decisions about the length of time spent outside dependant on the strength of the sun
- Shade is available to ensure children are able to cool down or escape the sun should they wish or need to
- Parents of children with Asian and black skin colouring should be aware that these skin types can be very tolerant to sunshine. However it is important to remember that burning can still occur

Signed by Nursery Principal.....Date.....

Wyvern Nursery
Weaning

When developing your child's weaning routine we will liaise closely with you and endeavour to follow your requirements.

We understand that this can be an anxious time for parents, however establishing a good healthy eating routine is of paramount importance to take your child into adulthood with healthy eating habits.

We will need to know from you, religious and cultural needs of your child along with any allergies and intolerances they may have. For children following special diets because of allergies, intolerance or medical conditions we will need supporting documentation from one of the following: GP, health visitor, practice nurse, dietician, and paediatrician.

Please talk to your Key Person if there are any concerns about the food your child is offered at the Nursery.

Signed by the Nursery PrincipalDate.....

Wyvern Nursery
Working with Parents

Wyvern Nursery believe that good communication is essential between staff and parents to ensure that the needs of the child are met and that we provide a service that supports parents.

We recognise that parents are the first and main careers of their child. Staff will work closely with parents to reach common goals for each child and regular communication is encouraged.

Parents are encouraged to become involved in the Nursery, sharing hobbies, knowledge and skills they may have.

Wyvern Nursery encourages parents to discuss areas of concern early to ensure they do not develop into problems.

Signed by the Nursery Principal..... Date