Oakhill Church School & Nursery

A community of learning, celebration and empowerment

Nursery Policy

Our Joy

Joy shines through the curriculum and creates fun, engaging and exciting learning experiences.

Our Love

Love is the heart of the curriculum, encouraging kindness, compassion, and for one another.

Our Determination

Determination drives out authentic engagement and love of learning about ourselves and the world around us.

Our Trust

Trust helps everyone learn together, to listen to each other and feel safe in school. It makes learning fun and helps us all to grow and be the best we can be – together.

Approved by:	Stephanie Dowley	**Date:**	7.5.25
Last reviewed on:	May 2025		

Next review due by:	

School Vision:

At Oakhill Church School, we demonstrate, through love, trust, determination and joy, that our children are known, valued, and encouraged to develop intrinsic happiness in who they are. With high expectations, challenge and curiosity, we nurture a community, where compassion and a sense of global responsibility is the heart of all we do.

Arrival of Children to the Nursery

When children and parents arrive, parents help and encourage their children to find their peg picture and choose a space for their belongings. They then help them to get their water bottles and put them on the designated water bottle station for the day. Nursery staff will sign the children in on the online nursery register and complete the handwritten fire register. Parents can handover anything important to the nursery team on arrival and let them know of any different collections for the day (Providing a password if the adult is unknow to the nursery team). If someone else arrives to collect the child (even if the person is well known to us) they would not be permitted to take the child until we have been able to contact parents to confirm. We may request the adult to wait by the nursery entrance while we make enquiries.

No child will be allowed to leave the Nursery unaccompanied or with a primary school aged sibling.

In order to safeguard children accurate attendance registers are maintained. If a child has not arrived by 9.30am for the session, we will make contact to see if they will be attending. If a child on the register misses several sessions the Nursery will contact the family to ascertain a reason for absence unless we have been informed.

Collection of Children

It is important that children are collected promptly by the end of each session as unexplainable delays in collecting them may cause them unnecessary distress as they see other children going home with their parents/carers.

Nursery staff will sign the child out on the fire register.

In an emergency staff will contact parents and designated adults on Scholar pack.

Any changes to emergency contact telephone numbers should be given to Nursery staff as soon as possible.

We also operate a secure password system where the adult collecting writes down the password and doesn't say it audibly in front of other adults.

A member of staff stands by the exit door in the Nursery to ensure children are going with the correct collectors and don't leave the Nursery unaccompanied.

All staff

- Ensure the outside gate is always kept shut locked. The gate will be left open with an adult supervising whilst all the parents arrive at nursery. It is then locked behind them as they leave.
- Remind parents not to hold the gate open and to always close it behind them

Nursery

- Adult to stand by the door to ensure no child leaves the nursery unaccompanied. If a parent or career needs to talk, direct them to their child's key person/another staff member in the nursery.
- Close the main door in between parents arriving.
- Encourage parents to collect their child and their belongings.
- Do not walk away from the doorway unless it is locked!

Late Collection

If a parent/carer is running late please contact the Nursery (01749 840426) and inform them of the situation or alternative arrangements for the collection of their child. We will then be able to explain to your child why you are late, and this can help to reassure them.

A late collection fee will be charged. (See Fees Policy for details.)

In the unlikely event that a parent is late collecting their child and no information has been received the Nursery Manager/ Senior Early Years Practitioner will use all authorised contact telephone numbers from Scholar pack to arrange collection. However, if after one hour we have been unable to make contact with any of the named adults they will obliged to contact Children's Social Care duty help line and follow the advice given.

Two adults will remain with the child during this time.

The Nursery team will also contact the Head Teacher or a member of the school's senior management team.

Updating Information on Scholar pack

It is essential that information on the scholar pack is kept up to date so please inform us in writing of any important changes to:

- Domestic arrangements which could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is able to have contact with.
- Parental responsibility agreements.
- Home and work telephone numbers.

Lost Child Procedure

If a child goes missing whilst in our care, we would:

1. Gather the children in one large group.
2. Do a head count and check the register.
3. Immediately check all areas of the Nursery and garden
4. Check all exits for any doors/gates left open and check immediately outside these.
5. Inform the school office/ senior management.
6. If the child cannot be found, The Nursery Manager/Senior Early Years Practitioner will contact the police to report the incident and follow their advice.
7. Contact the parents of the missing child.
8. Fully record the incident in line with the school/nursery's policies.
9. Inform Ofsted.

If a child goes missing when on an outing:

1. Gather the children in one large group.
2. Do a head count and check the register.
3. Immediately check the surrounding areas/exits/lost child points/
4. If the child cannot be found, the senior staff member will contact the police to report the incident and follow their advice.
5. Contact the parents of the missing child.
6. Fully record the incident in line with the school/nursery's policies.
7. Inform Ofsted.

How the Nursery deals with Concerns and Complaints

Parents and carers are encouraged to share any concerns they have firstly with their child's key person.
In line with the Bath and Wells MAT Complaints Policy, if these concerns remain then parents/ carers can speak to the Nursery Manager. If the parent/carer remains unsatisfied with the response, they will be given form Appendix B (see MAT complaints policy) to complete. This will refer the complaint to:

- the Head Teacher, Ms Dowley
- the School's Governing Body
- Multi Academy Trust of Bath and Wells

Where parents/ carers feel the Nursery is not meeting the requirements of the EYFS, OFSTED can be contacted alongside the OFSTED certificate of registration.
Ofsted Unique Reference Number: 139324
Tel: 0300 123 1231
Website: www.ofsted.gov.uk/parents
Email: enquiries@ofsted.gov.uk
The National Business Unit
Ofsted
Piccadilly Gate
Store Street, Manchester. M1 2WD

The Nursery will keep a record of any complaints or significant concerns it receives and their outcome.
It will investigate written complaints relating to its fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint.
The Nursery would make available to OFSTED any record of such complaints on request.

Emergency Procedures

The following instructions are to be followed in the event of a serious incident/accident involving a pupil, member of staff or public or substantial damage occurring to a school building.

First response

If a serious incident/accident occurs immediately contact the most senior member of staff in the nursery, and the most senior member of the leadership/management team on the school premises. An immediate assessment will be made of the situation before following emergency procedures. In the event of the incident being of a critical nature the guidance from the Multi Academy Trust will be followed.
Headteacher: Mrs Dowley

1.1 Ensure if serious **personal injury** occurs that ambulance services are called.

1.2 Staff member with current Paediatric First Aid to stay on scene to await arrival of medical aid/ambulance.

1.3 Direct other staff to take children away from the vicinity of the problem. Exclude all bystanders from the scene.

2.1 **In the event of a fire, explosion or other peril** affecting the premises carry out an orderly evacuation of the building affected and assemble at the fire assembly point.

2.2 Contact the fire brigade via 999 and if any risk of injury the ambulance service also.

3.1 **In the event of a violent attack on a child, member of staff, or other person,** contact the office staff who will inform HT or a member of the LMT who will immediately come to assist.
3.2 Violence between parents – contact the school office who will immediately contact the police community officer and local police station. Keep calm and move bystanders from the scene.

4.1 **Where a serious problem, fire or damage to the premises arises out of school hours,** the alarm system should lead to a call out of an appointed person. He/she should ensure that no persons are inside a building at risk and that appropriate emergency services have been called. Consider any local first response issues like turning off external services.

5.1 Where a situation leads to an area of the nursery becoming unsafe for children during part of the nursery day, the person in command will arrange:

- For children to be taken to other safe buildings on the complex
- For children to be taken temporarily to Oakhill Church School hall.
- For parents to be contacted to collect children from a safe place if required.

5.2 Emergency contact folder to be readily available. HT or office staff to send text to parents and inform the Multi Academy Trust and LA. Local radio to be contacted. Designate callers to take responsibility for contacting parents.

The following rules of contact in connection with emergencies will be strictly observed by staff:
In the event of a serious injury, inform Somerset County Council via the Health and Safety Unit. They will advise if HSE need to be contacted.
In the event of serious damage to a building, contact Building Services 01823 355343.
Where a child receives an injury, contact parents or guardians.

Wherever a higher profile incident attracts press attention all staff must direct enquiries to the Headteacher who will contact the Multi Academy Trust before making a considered statement ensuring confidentiality of any victim of attack or accident.

Induction of new children to Nursery

Settling in

We work with parents and carers individually to ensure a smooth transition into Nursery. Parents and carers are welcome to stay and play to support their child become familiar with the routines of the Nursery. The more time and care we take over settling your child at the start, the happier they will be in the future, so we encourage every parent to stay with their child for a short first session in Nursery. After that we will discuss with you a gradual separation depending on the age and needs of the child.

At the start of the session

There is always a member of staff on duty in the cloakroom area to welcome you and your child on arrival. When you arrive please could you help your child find their peg name to put by a coat peg of their choice. It can be helpful to encourage your child to visit the toilet at this time. Come into the Nursery, look around and help your child to settle to an activity. This may be a good time to chat to your child's Key Person and handover anything important for the day.

What if my child is upset

Some children take longer to settle and may become upset when you leave. If this happens you can decide with your child's key person what will be best for your child. Often children settle once you have left or even before you reach the door! If your child is upset when you leave, you are always welcome to call the Nursery to make sure all is well. We will always post on our online platform Tapestry for you to see that they have settled into an activity.

Induction of staff

In partnership with parents and carers, the Nursery has a duty of care to maintain the safety and welfare of all children who access its services. This includes safe induction of all staff - temporary or permanent - who work in the Nursery to ensure familiarity with appropriate practice, policies and procedures. In accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, all new staff or staff changing job roles, parent-carer volunteers and student volunteers will receive an induction. The induction enables that person to feel confident in their new job and understand fully their roles and responsibilities.

Before commencement, the Nursery Manager, School Office Manager and Head Teacher will ensure that all necessary recruitment checks have been completed on staff to be employed. A start date can then be negotiated. Regular volunteers will be required to complete an enhanced DBS disclosure form.
Initial information to be shared prior to or at the start of the first session or practice placement to be shared by the Nursery manager/teacher/mentor includes:

- Nursery dress code
- Agreed shift pattern and start times
- Area of work within Nursery
- Expectations for volunteer/student
- Organisational and staffing structure and their place within it
- Name of practice mentor
- Arrangements for mealtimes/refreshments
- Smoking policy
- Parking facilities
- Nursery Information Booklet/Student Handbook/Volunteer Guidance to be given as appropriate.
- MAT Induction Checklist

This will then be followed up with discussions to include -

- Key safeguarding and health and safety policies informing practice. -Keeping Children Safe in Education, Arrangements to ensure safe collection and arrival of children
- Confidentiality
- Fire and first aid policies and procedures
- Principles and practice around confidentiality, data protection and freedom of information
- Sickness procedures and policies
- Key health needs of children such as allergies and medication requirements
- Personal information and emergency contact details

Week 1

- Introductions to all staff, their roles and responsibilities and volunteers.
- Familiarising with the building, health and safety and fire procedures.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Details of the tasks and daily routines to be completed.
- Recording policy and key worker role
- Completing induction checklist

First Month

Within their first month of employment staff will be expected to have considered

- Induction – have all areas been covered
- Wider nursery policies and procedures
- Review of work with practice mentor
- Supervision and appraisal procedures
- Opportunities to extend knowledge and practice across different areas in the Nursery.

Procedure - Additional information

- The induction period lasts six months. The Manager inducts new staff and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines and evacuation procedures
- Successful completion of the induction forms part of the probationary period.
- The inductee will also be offered the opportunity to discuss a learning and development plan that is flexible and meets their individual needs.
- Our written induction checklist will be reviewed at least once a year.

Lunch time Guidance

Lunch time is an important part of the day and offers plenty of learning opportunities for the children which the adults can support. For example, initiate conversation about the tastes, smells, colours, textures of the food etc. Encourage the children to talk rather than ask closed questions. The children may also chat generally about home and things they have been doing.
Remember to always praise the positive. “Well done you’re eating your yoghurt very carefully.” Keep negative comments to a minimum.
Depending on the numbers of children there should be 2 or 3 staff supervising them.
One staff member should supervise them in the cloakroom checking they go into the cubicle for a wee and then washing hands. Initially children will need showing how to do this properly and then encouraged to continue to do it daily.

Nursery eat their lunch in the nursery room.
One staff member at the table with lunch boxes, plates and cutlery arranged in a strategic way!
Encourage the children to be independent - opening their own lunch box and contents where possible. If for example they can't open their yoghurt pot, start a corner and let them do the rest.
It may help for some children to have certain items of food left in their lunch bag under their chair so not everything is out at once.
Cut and slice apples or fruit as required. Grapes must always be cut lengthways and into quarters.
We can encourage the children to eat but don't pressurise them.
Adults to sit with the children at different tables and assist as needed.
Children can put the uneaten food back in their bag and half eaten food in the bin, wash spoons and plates. All kitchen crockery to be put in the correct washing up bowl in the hall for the kitchen.
Children put their finished lunchbox back on their pegs when back in nursery.
When children have finished they can return to provision.

Managing Behaviour

At Oakhill Church School all practitioners are responsible for behaviour management in the setting.

Managing behaviour forms a key part of Personal, Social and Emotional Development:

Managing feelings and behaviour

- enabling children to develop an awareness of their own feelings and know that some actions and words can hurt other's feelings.
- learning to regulate their own actions /behaviours e.g. stop themselves doing something they shouldn't.
- develop an understanding and cooperation with the routines and boundaries of the Nursery.

Making relationships

- is about the importance of children forming good relationships with peers and adults and working alongside others companionably.
- learning to take steps to resolve conflicts with other children e.g. finding a compromise.

Self-confidence and self-awareness

- helping them develop a growing understanding of what is right and wrong and why, together with learning about the impact of their words and actions on themselves and others.
- as children develop a sense of self with their own views, needs, wants and interests how they also learn to understand and respect the needs, views, culture and beliefs of other people.

This also links in with promoting the British Values of understanding the rule of law and mutual respect and tolerance.

The principles of Growth Mindset, emotional coaching and process praise underpin all behaviour management strategies, and these are central to the way the Nursery operates. All practitioners carry STC emotion fobs and children are encouraged to use these to name and express their own feelings and to help to resolve difficulties between each other. Larger pictures are displayed in the nursery room.
Nursery Staff must not threaten corporal punishment and must not use or threaten any punishment which could adversely affect a child's well-being.
We work hard to create a calm, positive environment where boundaries are clear and consistent. Staff consider carefully how to use praise effectively. We draw attention to the positive side of a situation, for example, when asking a child to walk instead of saying, 'don't run' we would say 'remember to walk' and use the STC sign for walking. Where there is an unacceptable behaviour, we may use the term "finished", along with the STC sign.

When words or actions hurt or upset another person the incident is dealt with immediately in a calm and quiet manner on an individual basis. We try to encourage the children to develop an understanding of what is right and wrong and why and we help children to learn about how their words or actions may impact on others.

We use the following strategy:

1. Support both children and comfort the hurt child. Use the STC emotion fob, asking the child to find the card that reflects how they are feeling.

2. Encourage the upset child to express how they feel to the child who committed the unacceptable behaviour, which is then repeated by the adult.

3. Point out the hurt child is crying and feeling sad, can the child who committed the unacceptable behaviour think of a way to help.

(NB The child might say 'sorry' but adults dealing with the situation need to be wary about enforcing the word 'sorry' when that child may not have the emotional understanding to do this in a meaningful way.)

4. The child who committed the unacceptable behaviour is supported by an adult, who may guide them to play and learn in a different area of Nursery if appropriate.

Where physical intervention- that is practitioners use reasonable force to prevent a child from injuring themselves or others or damaging property or to manage a child's behaviour - is necessary, this will be recorded and parents/carers informed on the same day, or as soon as reasonably possible. Physical intervention, that is holding a child to reassure them as their parents leave may be used with the parents' consent to help in the early stages of a child learning to separate from parent/carer. Where a behavioural incident causes significant concern, this will be recorded on an electronic incident form and parents informed on the same day or as soon as is reasonably possible. Incidents such as when a child bites another child, the injured child will have an accident form. The biter will have an incident form and parents will be informed the same day or as soon as reasonably possible. A child who display on going difficulties in managing their feelings and behaviour will be referred to the school SENCO and given additional support as part of the nursery's SEND policies. An ABBC chart will be completed and shared with parents and carer.

Medicines in the Nursery

This is an attachment to the school's Medication Policy

- As part of the settling in procedure parents are asked about their child's medical health. Any medical/health issues are recorded in the child's file and on the medical chart in the main room on the wall and in the school office.

- Inhalers are kept in the nursery main room in the cupboard in named bags. Parents sign an administration of medication form as well as the inhaler log.

- Prescribed medicines must have been prescribed for the individual child by a doctor, dentist, nurse or pharmacist and will only be administered after written permission has been obtained. These need to be in the

original packaging and will be administered as near to the time as possible and recorded. Parents/ carers will be informed on the same day or as soon as reasonably practicable.

- Information about times and doses of previous medicine given at home must be recorded before a child may be administered a dose of medicine at Nursery.
- Training must be provided for staff where the administration of medicine requires medical or technical knowledge before being allowed to administer the medication.

Staff Medication

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If any member of staff is taking medication which may affect their ability to care for children, they must seek medical advice. Staff will only be able to continue working directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises will be securely stored, and out of reach of children, at all times.

Nappy Changing

- Only members of staff should change a child.
- All children's nappies will be checked during each Nursery Session by the child's key person.
- Children who are staying for lunch will be changed before lunch if a change has not been needed previously in the session.
- Children who are staying all day will be changed before lunch and again during the afternoon session in addition to any other changes needed due to soiling/wetness.
- A cohort toileting grid is displayed in each changing area. It is the responsibility of all staff to check this and ensure all children are checked and changed regularly.
- When a child is changed, clean gloves and apron must be used for each child.
- Key persons must inform another member of staff when changing a child to ensure all areas of the Nursery are adequately supervised.
- When a child has been changed, this will be recorded with details of whether the child's nappy was wet or soiled, and any other relevant information (eg soreness, loose stools).
- Key person will fill in the cohort toileting grid.
- The lead practitioner in the room is responsible for ensuring that the nappy policy and procedure is followed at all times. They will check the changing records at the end of each session.

Telephone Access in the Nursery

There is a landline telephone in the main nursery room. The phone can make internal calls. Alongside the phone is a list of internal contact numbers. The school office can make calls on our behalf and also email parents. Parents will be notified of changes and events on ParentMail/ Tapesty. Notification of absence can be made via the Office.

Mobile Phones

Personal mobile phones are not allowed to be used in the Nursery by staff, visitors or parents. Staff mobile phones are kept in the cupboard in the main nursery room and can only be accessed in the staff room at lunchtimes. They must not be taken into the Nursery or used on any outings with the children. All staff have a responsibility to challenge anyone using a mobile phone. Any breech of this policy may result in disciplinary action. Volunteers/ Students may be dismissed immediately.

Physical Contact/Intimate Care

Links to:

Physical Intervention, Nappy Changing, Potty Training/Self Care Procedure
Staff Behaviour

Physical Contact

At Oakhill Church School Nursery, we recognise the importance of children developing secure attachments to their Key Person and other familiar Nursery adults. As part of this, there may be times when children seek out physical comfort/reassurance from a Nursery adult, eg) holding their hand, sitting on their lap. This may be particularly important for our youngest children, and for those who are new to the setting. However, when the child is feeling happier or more settled, staff should then gently encourage them to explore the environment and interact with their peers.
Physical restraint must only be used to protect either the child or others from harm and should be recorded and reported to the safeguarding lead. A positive handling plan will be written by a child's key worker and the School SENCo where necessary. The aim is for the incidence of physical restraint to diminish over time.
As noted in our Physical Intervention Policy, after a period of induction a child may be held by a member of staff to enable their parent or carer to leave. This is only ever done with the consent of the parent/carer and staff have received manual handling training.
If a Nursery adult is holding a child, they must sit down somewhere as soon as it is practical. Carrying a child while walking holds a risk of falling with a child and should be avoided where possible.

Intimate Care

Wherever possible, a child will always be changed by their Key Person. Staff must follow the Nappy Changing/Self Care Policies and Procedures which are displayed in the changing areas. Parents/carers will be informed of changes on Tapestry, or in person if they do not have access to Tapestry.

Sun Cream

Children should arrive to nursery with suncream already applied for their session. They should also have suncream in their bags for top ups throughout the day (A named bottle). Nursery will have a suncream that can be used if the child does not have any in their bags. Consent is gained for this to ensure they are allowed to wear nursery suncream.

If consent is not given, staff must not apply sun cream, and judgements must be made by the Nursery Lead at the time as to the child's access to the outdoors.

Premises and Security

- The doors to the setting will be locked whilst the Nursery is in session.
- The nursery gate is opened just before the nursery session to enable parents and children to wait inside the school grounds.
- A member of the team will open the door at the start of the session 8.45am/12.45pm to welcome parents/carers and supervise who enters the premises.
- The setting has a signing in procedure for the arrival and departure of staff, children, parents and visitors.
- Visitors sign in at the school office and collect a visitor's badge. Office staff will ring to inform of any Nursery visitors arriving to the school.
- We have a system in place to verify the identity of visitors including recording their name, the purpose of the visit, details of arrival and departure times.
- We will take steps to prevent intruders entering the premises. Our main doors have glass panels, so staff can see who wants access.
- We will ensure toilet locks/door catches can be opened easily from the outside, to encourage children to develop their independence whilst preserving their safety.
- Indoor and outdoor risk assessments are completed at the beginning of each day.
- We will ensure children do not leave the premises unsupervised.
- Children will not be allowed to leave the setting with anybody but their parents/carers unless previous authority has been received allowing another person to collect the child.
- Staff will be aware of other people in the building and of other users on the premises (if appropriate)
- The setting will notify OFSTED of any changes in the facilities to be used that may affect the space or level of care available to children.

Risk Assessment

The Nursery seeks to balance the importance of risk assessment for the safety of the children but not to be risk adverse. The children are encouraged to be independent and develop their own awareness of danger and what is safe. This statement underpins the Nursery Policy to risk assessment.

Risk assessments fall into three categories:

Daily, individual and specific.

Daily risk assessments are made of the indoor and outdoor learning environment. These are signed each day and any concerns noted and all staff informed. The site manager and health and safety lead who has regular contact with the Nursery staff is also informed and appropriate action taken.

If necessary, an individual risk assessment will be written. Examples of individual written risk assessments:
Issues over the perimeter fence
Supervision of children by a new apprentice
Risk assessments are also made in relation to the challenge's individual children with significant additional needs may present. See risk assessment folder and SEND folder.

Specific risk assessments include outings and visits.

The Nursery also uses the school format for written risk assessment for outings.

Issues such as the handling of scissors are discussed with the children at group time and the children given the opportunity to practise safe handling. Children are encouraged to manage their own risk as they play, such as is it safe to jump or are there other people in the way. Is it safe to climb up the slide when other children are sliding down?

The Nursery staff discuss with each other any issues of safety on a daily basis and at Nursery Team meetings and where necessary strategies are put in place immediately to either remove or minimise the risk.

Special Educational Needs and Disability 0 to 25 years Guidance

Introduction

This is as a supplement to the school SEND policy.
Oakhill Church School Nursery values each child as a unique individual and welcomes all children into our setting where they can enjoy our warm, caring environment which is also well resourced and stimulating. We recognise that some children require additional help and support to enable them to develop their potential.

Our aim is to be inclusive and we encourage this through our attitudes, language, environment and the ethos of the Nursery. According to current legislation it is unlawful to treat a child less favourably for a reason related to their disability (Disability Discrimination Act, 1996). This policy has been written with regard to the DfES Special Educational Needs and Disability (SEND) 0-25 years code of Practice July 2014.

What are Special Educational Needs?

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. Children have a learning difficulty if they are under the age of 5 years and fall within the definition of 'A' or 'B' below or would do so if special educational provision was not made for them.

A. Have a significantly greater difficulty in learning than the majority of children of the same age, or

B. Have a difficulty, which either prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in nursery/pre-schools/ schools within the area of the local authority.

Admissions and Inclusion

As it states in our admissions policy it is our intention that Oakhill Church School Nursery should be accessible for all children and families from all sections of the local community. The Nursery maintains a waiting list (see admissions policy) and all children/families are treated with respect and as individuals.
All parents are encouraged to stay with their child for the first few settling in sessions. This gives us the opportunity to discuss and assess the specific needs of the children and their families.

Prior information about a child or information provided by parents may result in a pre-school entry meeting being planned before the child is admitted to the setting in order that effective planning can be put in place to support the child.

Identification and Assessments

As part of the Early Years Foundation Stage (EYFS) observation, assessment and planning are key elements.
The SEND Code of Practice 2014 emphasises the importance of the early identification of Special Educational Needs. Staff are continually observing the children on Tapestry, with the Areas of Learning and Development within the framework of the EYFS and characteristics of effective learning being the focus.
Staff plan 'next steps' and seek ways in which they can move the children on, so children can reach their full potential.
If any concerns are raised through these observations, staff are aware that they should approach the School SENCO and Nursery Manager. School SENCO – Mrs Miles or the HT Ms Dowley

The SENCO will meet with the parents/carers and if the child may need further support. Other agencies or professionals may be approached but this will be done with the parents/carers permission.

Record Keeping

Once the School SENCO has met with the child's parents/carers, a Support Plan may be put in place. Support Plans are written with the parent/carer, key person and school SENCO.
A Support Plan contains information on a child's special educational needs, monitoring the child's support through long and short term targets, giving detailed action required to meet those needs. These are available for all staff to read and become familiar with and thus support the child in both their day-to-day interactions and specific focused activities which are recorded and kept with the Support Plan.
The School SENCO will provide advice and support and ensure appropriate Support Plans are in place. They will also ensure appropriate information about children with SEND is collated, recorded and updated.
We will hold confidential information/assessments and will only share these with outside agencies with parent/carer permission, e.g. health visitors, speech therapists etc. Information may be accessed by the persons with parental responsibility.
Early Years Action Funding can be applied for. The School SENCO will complete the necessary funding application and keep parents informed of the process and outcome. The decision regarding funding is made by the Local Authority and not the Nursery.
The School SENCO will ensure with the Nursery teachers that any funding that is allocated is spent in an appropriate manner to best meet the needs of the child. This may be one to one support, additional training or specific resources.

Role of Staff

The SENCO is responsible for co-ordinating provision for children with SEND. The SENCO will liaise with parents, staff and if necessary outside agencies and will be responsible for ensuring the children's needs are met. SEND Coordinator's undergo specific, on-going training to carry out their role. The SEND Coordinator will make sure this policy is reviewed and kept up to date with current legislation on an annual basis. The SEND Coordinator will also update staff at regular team meetings and weekly as the need arises.

Key Person

Each child starting at the Nursery will be appointed a member of staff who will be their key person. They will responsible for keeping observations and assessments, records of meetings with parents, along with photographs as evidence, helping settle the child into nursery, and will take a lead in implementing and monitoring targets on any IEP's and play a key role in identification, assessment and care of the child.
The key person will liaise with parents/carers, the manager and outside agencies when necessary and they will be there for advice and support for the parents/carers.

Environment and Resources

Our learning environment is open planned, spacious and on the same level. It enables all the children to move freely around the room at their own pace, encouraging independence and confidence.
The garden is viewed as just as important as indoors and both areas can be adapted to meet the children's individual needs.
Resources aim to support the Areas of Learning and Development within the framework of the EYFS- Early Years Outcomes. Children with SEND may require modified or specialist resources. When appropriate assessment has been made specialist equipment can be bought with funding obtained from the local authority.

Working with parents/carers

The Nursery acknowledges the importance of parental/carer knowledge and experience in relation to any child. We build up close relationships with the parents/carers, through our daily interactions and regular stay and plays/open sessions. Parents will be invited to open sessions/stay and plays throughout the year where parents can discuss their child's learning and development and next steps, whilst also enjoying playing in nursery with them. Parents and carers are also encouraged to contribute to their child's learning on Tapestry by sharing experiences and pictures from home and making comments on their learning.
Staff will work together with parents/carers to give day-to-day care and support for the child and family. Staff respect differing perspectives and have positive attitudes to meeting the individual needs of parents and carers. Good communication is the key, so staff will encourage parents/carers to inform us of any changes or discuss any information relating to the child.
Parental permission will always be obtained before referring to others for support.

Prior to their child starting, parents will be asked if any other professionals are involved and inform all parents that we aim to work with all professionals involved with their child and ask their signed permission to do so. The setting is experienced in liaising with social workers, health visitors and other health professionals such as speech and language therapists to ensure the best possible outcomes for this. The School SEND Coordinator, teachers and key workers all deal with other agencies and this is decided by the Nursery Manager.

Participation of children

Oakhill Church School Nursery is committed to ascertaining and taking into account the views of all children who attend our setting, including very young children, and those with communication difficulties. We provide children with opportunities to reflect on their learning journals through looking at their online Tapestry on the iPads, and at their photos in individual family photo packs.

Sleeping Children

At Oakhill Church School Nursery, we recognise the importance of sleep for young children's development. Children have a separate space for resting and sleeping away from the active play. This is in the quiet area where we put up black out curtains, sleep mats and sheets/blankets.

Parents are encouraged to discuss with staff about their child's sleep patterns and if/when/how they normally nap at home. We also gain information on any comforters or sleep props the children may need.
We endeavour to ensure that there is consistency in which adults take the children for their nap, so that this becomes part of a comforting routine for them
The times that children fall asleep and wake up are written onto the sleep chart outside the rest area. The children are frequently checked whilst asleep. Staff ensure children are checked every 10 minutes and these times are noted and signed on the chart.
The Nursery has a number of sleep mats which will be kept in the Quiet area. Key workers talk regularly with parents/carers, so that when a child's sleeping needs change, we can discuss this with parents. All sheets and blankets will be washed at the end of the week taken from the individual child's sleep bag and returned for the next week.

Staff Behaviour Guidance

All staff must have read, understood and abide by the "Staff School Culture and Code of Conduct"

- Staff are expected to treat children with courtesy, sensitivity and respect.
- Staff must attend all safeguarding training provided by the lead practitioner, BWMAT safeguarding lead and, when required, training provided by the Local Safeguarding Children Board / Local Authority.
- Staff must never give guarantees of confidentiality or secrecy to children or adults.
- Staff must follow the Nappy changing/ toileting policies and procedures
- Staff must avoid using inappropriate language or actions when speaking with parents or children.
- Misuse of the internet will lead to disciplinary action.
- Staff must follow the school's dress code.
- Smoking is not permitted during working hours and staff must not smell of smoke when working.
- Use of alcohol and illegal drugs are not permitted and staff must not arrive at the setting under the influence of alcohol or illegal drugs.
- If a staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner, they must inform the designated safeguarding lead as soon as possible.
- If a staff member knows that they are or might be disqualified from working with children, they must inform the designated safeguarding lead as soon as possible.
- Staff are expected to arrive on time and to complete their daily duties before departure.
- Staff are to sign in and sign out via the school office.
- Staff must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential.

Child Protection

Please refer to Child Protection/Safeguarding Policy. All staff receive safeguarding training. They must feel confident to recognise signs and symptoms of abuse and know what to do if they suspect any child to be at risk of harm. All members of staff have collective responsibility to ensure the wellbeing and safety of all children in the setting.

Behaviour Management

Please refer to the School Behaviour Management Policy/Physical Restraint guidance. All staff must promote positive behaviour in the Nursery, by following the strategies in this guidance. Physical restraint must only be used to protect either the child or others from harm and should be recorded and reported to the safeguarding lead. A positive handling plan will be written by a child's key worker and the School SENCo where necessary. The aim is for the incidence of physical restraint to diminish over time.

Social Media

Staff should not accept or request friendships on social media with any children or families in the Nursery. Where prior friendships exist, the Head Teacher must be aware of this. Staff must always remain professional on Social Media. No discussions of children, families or staff members must be had in public forums. Staff must not say anything on Social Media that may bring the School or Nursery into disrepute.

Lone Working

Staff members should always be within sight and/or hearing of another staff member when working with children. This may be a member of staff in the Nursery office. When changing nappies/helping with toileting, staff members should always make another member of staff aware of what they are doing.

Mobile Phones/Devices with Cameras

Please refer to Phones Guidance/Tapestry Guidance/Telephone Access information. All staff members must keep their mobile phones in the cupboard located within the main nursery room during the Nursery day (apart from when on lunch break) and they must never be taken into the Nursery when there are children present. Only Nursery iPads may be used to take photos in the Nursery. Cameras on personal devices must never be used.
All staff have responsibility to ensure that any visitors/parents in the Nursery are aware they must not use mobiles/cameras in the Nursery and to challenge anyone that they see doing so.

Following Procedures

The Nursery has a number of procedures and guidance in place to safeguard and promote the wellbeing of all children. These are available on the Nursery and school sharepoint. Reviewed procedures are emailed to staff on completion. It is each individual staff member's responsibility to read and understand these policies and procedures – and to ask for clarification if needed from a member of the Senior Leadership Team in the Nursery. Staff members are always expected to follow Nursery procedures and guidance at all times, failure to do so may result in disciplinary action

Tapestry Policy

Policy statement

At Oakhill Church School, in EYFS we provide all children attending an 'online learning journal' through 'Tapestry', which records observations, photos, videos and assessments, and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership with parents as information on the children's development is shared both from parents and staff.

Procedures

- At Oakhill Church School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child has an allocated person who is responsible for the compilation of their learning journals, however all staff are able to capture observations of all children.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.

- Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Observations are regularly monitored by the EYFS teachers and Senior Early Years Practitioners to ensure they are relevant and informative.

Safe Use Agreement

- Staff have pin access to the Tapestry , which logs out when staff exit the program. All staff must logout when they access the desktop version of Tapestry.
- Staff will not share log in or password details with any other person.
- Only school/Nursery iPads will be used to take photos/videos. iPads are locked with a passcode that only the Nursery staff know.
- Staff should take all responsible steps to ensure the safe keeping of the iPads that they are using and report any missing devices.
- iPads should not be taken into the toilet/changing areas. Where pictures are needed of hand washing, two members of staff should be present.
- All photos taken are saved to the Camera Roll and synced to other devices. Any inappropriate photos seen should be reported to the Designated Safeguarding Lead using the child protection/allegations procedure.

- Staff are able to access Tapestry off site.
    - All staff are DBS checked
    - The School follows Safer Recruitment Procedures
    - All staff have attended safeguarding training
    - The school has gained written consent from parents for staff to access Tapestry from home
    - Staff have signed to agree to adhere to the following:
        - Photos and videos must not be downloaded to any personal device or any online platform (eg facebook).
        - No personal information must be downloaded.
        - Passwords must be kept confidential, and staff must log out of Tapestry whenever they finish working on it.
        - Passwords must not be saved on any device.
        - Staff must ensure confidentiality is maintained at all times – nobody else in the house must be able to access Tapestry or see any information/media.
        - Any information eg) data that is downloaded to a personal computer must be password protected (Nursery Teachers/Manager only).

- Any breech of this policy may result in disciplinary action being taken.

All members of staff must sign electronically via CPOMS to state they understand and agree to adhere to the Nursery Tapestry Policy. Any breech of this policy will be taken very seriously and may result in disciplinary action.

Technology Guidance

Links to:

Child Protection
Safeguarding
Telephones
Tapestry
Mobile Phones

Personal mobile phones are not allowed to be used in the Nursery by staff, visitors or parents. Staff mobile phones are kept in the cupboard located within the main nursery room and can only be accessed in the staff room at lunchtimes. They must not be taken into the Nursery or used on any outings with the children. All staff have a responsibility to challenge anyone using a mobile phone. Any breech of this policy may result in disciplinary action. Volunteers/ Students may be dismissed immediately.

Cameras (including cameras on any technological device eg mobile phones, iPads, smart watches etc)

Only Nursery cameras/iPads may be used to photograph/video record the children. Parent/carer consent for this is gained. No personal devices with cameras must be taken into the Nursery rooms by staff when children are present. They must be kept in staff lockers. Parents/visitors are made aware that they must not take photos/videos of the children. All staff are responsible for challenging anybody that they see using any personal technology device.

Photographs of the children can be uploaded to the internet/social media with consent but no faces will be used, apart from to Tapestry and the Nursery Website, and only then with prior parental/carer consent.

Unexplained absence

At Oakhill Church School Nursery, we understand the importance of regular attendance. While attendance at Nursery is not mandatory, it is in the children's best interests for both their development and their emotional wellbeing to attend regularly. We are also aware that regular non attendance or specific patterns of non attendance may sometimes be linked to possible safeguarding concerns.

If a child is not going to be at Nursery for one of their planned sessions, we ask that parents contact us to keep us informed. Please contact the office to let us know if your child will not be attending.

If a child has not arrived for one of their planned sessions, and we have not received contact from a parent or carer within the first hour of the session, we will try in the first instance to contact the parent. If we are not able to contact the parent, we will then use the emergency contact details provided to make contact with the family. Where a Nursery child has siblings in the school, we will liaise with the school to establish whether the family have had any contact that day.

If by the end of a 3 hour session we have not managed to make contact with either the family or any of the emergency contacts, two members of staff from the Nursery/School will visit the child's home. Parents/Carers/Emergency Contacts will be informed of our intention to visit during our previous attempts to make contact. The purpose of this visit is to establish both the child's and parent/carer's safety. Following this, if we are still unable to gather any information about the location of the child we will inform the local police.

Visitors

It is our aim to involve parents in their children's education and to develop and maintain links with the local community as well as enriching learning experiences for the children by using the expertise of different adults in the Nursery. We have many different visitors during the course of each year including professionals working with specific children or liaising with staff, parent volunteers, students or members of the community invited to talk with the children relating to topic based work.

Whilst acknowledging that other adults have an important role to play, the use of visitors is monitored, we have appropriate safeguards in place to ensure both children's and adult's safety in school.

Procedure for visitors to the Nursery

- Visitors must be booked in by prior arrangement with the Nursery teacher and with the knowledge and consent of the head teacher. Details of the visitor and their purpose for visiting the Nursery are relayed to the school office and this information is added to the calendar for all staff members.

- It is our policy that all visitors to the Nursery sign in at the School office, with the reason for their visit. They are given a visitor's lanyard to wear during their time in the Nursery. On departure they must return the badge to the office and sign out. Parents looking around will be asked to sign in and given a lanyard to wear.

- There are also times when parents need to stay during a session because their child is unsettled or new to the Nursery. In this case they will be recorded on the Nursery register alongside staff and children in the group.

- All visitors will be made aware that they must not use mobile phones, tablets or smart watches in the setting.

- Parent helpers, volunteers and students in the Nursery must be DBS checked and a copy of the certificate given to the Nursery staff. Volunteers are made aware of our child protection policy and procedure and are given a copy of our student handbook or parent helper leaflet to make them aware of policy and practice in the Nursery class.

- An induction checklist will be completed for all volunteers to ensure that they are aware of policy, practice and procedure.

Fees Policy

This fees policy forms part of the contract with parents/carers and Oakhill Church School Nursery.

Oakhill Church School Nursery aims to offer a high quality, safe and stimulating environment that provides a service that is good value for money but competitively priced.

Opening times and hours for the setting are:

- 8.45am – 3.15pm
- Monday to Friday, School Term Time only
- Extended provision is available with Breakfast Club 7.45/8.15am -8.45am and Late Club 3.15pm-4.15pm for nursery children.

Booking, Fees and Billing:

- We offer morning, afternoon or all-day sessions.
    - Morning sessions 8.45am – 12.45pm
    - Afternoon sessions 12.45pm – 3.15pm
    - All day 8.45am – 3.15pm
    - Hourly fees outside for funded hours- 2 year olds= £6.10 and 3 year olds = £5.72
    - Additional charge- £1 snack charge per session.
    - Additional charges are voluntary, however they contribute to the high-quality provision offered to our children. If you are experiencing difficulties making these payments, please inform the school office so we can discuss the next steps together. Please note this will not impact your child's enrolment at our nursery.

- The School offer Early and Late club which will be invoiced by the school and payments should be made direct to the school. Children will be charged at their usual hourly rate.

- Fees can be paid via Parent Mail, childcare vouchers or a Government Tax Free Childcare account.

- Fees are reviewed termly, and parents given a months' notice of any changes.

- These fees do not include nappies, wipes and nappy sacks which must be provided by parents, where appropriate.

Full fees remain payable when

- Children take holiday during term-time
- When a child is absent due to sickness
- Or for any other reason for absence

Payment of fees:

- Invoices are issued half-termly in advance and need to be paid by the stipulated date. They will clearly show free entitlement hours and the cost of additional hours.
- Payments must be made in advance. If payment is not received, the Nursery reserves the right to cancel a child's paying hours. In order to restart any paying hours, any debt must be fully cleared, before the child's name is then added to our waiting list.

The Nursery operates a "No Pay No Stay" policy. If payment is not received, your child will not be able to stay at Nursery for their paying hours.

Late collection charges

- You will be charged a minimum of £5 if you are late collecting your child at the end of the session and a further £5 for each additional 15 minutes.
- Late fees will be issued and must be paid within one week.
- Should late fees be outstanding after this date a further administration penalty of £5 will be added to the amount and our procedure for non-payment of fees will be implemented.

Arrears Monitoring

As a setting we seek to avoid payment arrears by operating our policy whereby all fees are due in advance.

Non-payment of fees procedure:

Please note: A child will not be added to our waiting list or given a place in Nursery if there is an outstanding debt – either from the child attending the Nursery previously or historic debts from older siblings. Where a child's place has been paid for prior to them becoming entitled to funding, a child will not be able to start attending for their funded hours until any debts have been cleared.

Debt recovery plan

- In the first instance, the Nursery Administrator will make every effort to contact parent/carers to remind them that payment is overdue and to arrange payment.
- If a debt is still outstanding, a payment plan will be discussed to cover the non-payment of fees, but parents/carers should be aware that this payment plan is only for the debt and all other fees need to be paid on time.
- A letter will be sent to the parent/carer stating the arrangements and timescale agreed by both parties for the debt to be paid
- If the payment plan is not followed as agreed, the Nursery reserves the right to cancel any paying hours.
- If parents/carers do not respond to attempted contact from the Nursery, and do not engage in discussions regarding outstanding fees, the Nursery reserves the right to cancel a child's paying place without notice.

Non-payment of debts may lead us to pursue the debt through the small claims court.

Your child's place is at risk if payment is not received

There are no charges for closure due to

- Inset days or Bank Holidays.

- We do not charge any Booking, Registration or Administration fees.

Additional/changing/cancelling sessions

- If parents wish to change sessions, they will need to fill in a request form so appropriate paperwork can be completed.

- Parents may pay for additional sessions at short notice subject to availability.

- Parents who wish to cancel their Nursery place must give at least 4 weeks' notice in writing or pay 4 weeks fees in lieu. A place may be deferred without notice at the discretion of the Nursery manager.

Early Years Entitlement Funding (EYE funding) details:

We are in receipt of EYE funding for two, three and four year olds. EYE funding will be available from the funded period after a child's second/ third birthday. To claim any of the EYE funding the following information is needed

- Child's legal documentation – birth certificate, passport

- EYE funding parent declaration form - completed and signed by parent every term

It is the parent's/carer's responsibility to provide this information in time for claims to be submitted. If this is not produced Nursery will charge fees based on their hourly rate for the sessions attended. These fees will be subject to our non-payment of fees procedure.

Two year old funding is available to eligible children. If you have received a letter confirming your entitlement, please give a copy to the school office. This is a maximum of 15 hours of funding per week, over 38 weeks of the year. This will start the term after the child's 2nd birthday.

Universal EYE funding entitlement, for 3-4 year olds, is available to all children the term after their third birthday. This is a maximum of 15 hours per week, over 38 weeks of the year, as we are a term time only nursery. This will start the term after the child's 3rd birthday.

Two year olds 15 hours funding for working parents is available to parents who meet the eligibility criteria as detailed on https://www.childcarechoices.gov.uk
Parents need to apply through the childcare choices website and will receive an eligibility code. This code must be given to the Nursery, with the parents' national insurance number, the term before the funding is due to begin. The deadlines are:

Funding due to begin:	Nursery needs eligibility code by:
September	1st July
January	1st December
April	1st March

Children can access the 15 hour two year old funding the term following their 2nd birthday.
Parents must recheck their eligibility for online EVERY THREE MONTHS. If this is not done, they will lose their entitlement. If family circumstances change which mean that a child is no longer eligible, there will be a grace period in which children will still be able to access their additional hours. After this they will need to pay the nursery hourly rate.

30 hours of childcare for 3-4 year olds is available to parents who meet the eligibility criteria as detailed on https://www.childcarechoices.gov.uk
Parents need to apply through the childcare choices website and will receive an eligibility code. This code must be given to the Nursery, with the parents' national insurance number, the term before the funding is due to begin. The deadlines are:

Funding due to begin:	Nursery needs eligibility code by:
September	1st July
January	1st December
April	1st March

Children can access the funding the term following their 3rd birthday.
Parents must recheck their eligibility for online EVERY THREE MONTHS. If this is not done, they will lose their entitlement. If family circumstances change which mean that a child is no longer eligible, there will be a grace period in which children will still be able to access their additional hours. At the end of a grace period, children will receive the 15 hours of Universal funding, they will need to pay for any additional hours at the nursery hourly rate

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

Childcare vouchers:

We are able to accept childcare vouchers. Please contact the school office for further details.

Tax Free Childcare:

The Nursery is registered for Tax Free Childcare where working parents can receive 20% off of their bill. If you wish to use this, please register for an account at https://www.childcarechoices.gov.uk

Termination of the contract:

Setting

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times 4 weeks' notice in writing will be given.

Parents/Carers

4 weeks written notice must be given to the setting to terminate a child's place, if written notice is not received 4 weeks fees will be charged, and EYE funding entitlement for the four weeks will be claimed.