

## **Countryside Day Nursery's Policies.**

### **1. Equal Opportunities.**

#### **Children.**

This Nursery aims to demonstrate through its work that it positively values and respects children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities. This is in line with the DDA.

This Nursery considers it is important to provide a range of experiences and an environment that will instil in the children a positive outlook towards people in our society whom they may see as different from themselves.

- Toys and equipment will be chosen with differing needs of children in mind.
- Displays will show and reflect a positive image towards the world in which we live.
- Books will be chosen to meet all the children's ages and abilities and to reflect the many differing life styles there are in our society.

#### **Staff.**

It is the policy of this Nursery to positively value and respect people regardless of their gender, ethnic origins, racial groups, abilities, religions, cultures and linguistic backgrounds.

A member of staff is employed because that person is considered to be the best person for the job.

### **2. Admissions.**

Any child is welcome at the Countryside Day Nursery for any session that they require, providing there is a vacancy for the required sessions. A description or a valid agreed password with all parties, is to be given to all staff which is to be accompanied by a completed collection form along with photographs in order for children to be collected. Entry can be forbidden to parents, if the parents have separated and we have a copy of the court order issued to the family along with a written letter to the Nursery to confirm these details.

The Nursery requests a £10.00 Registration fee along with a completed Registration form and the sessions which parents request in order to hold a place open for a child and this place will be held for a period of no more than 12 months, unless prior arrangements are made with the Principal.

When the child is due to begin, the Nursery or parent get in contact to arrange a suitable time for that child and carer to come for their introductory settling-in sessions.

The parent/carer must complete and sign a registration form which provides the Nursery with the following details:-

- Name, home address and date of birth of the child.
- Name, telephone numbers and email address is applicable of carers.
- Emergency contact numbers.
- Who has legal responsibility and legal contact for the child.
- Child's doctors name, address and telephone number.
- Details regarding admission of calpol in case of emergency.
- Special Diets.
- Illness and Inoculation details.
- Parental consent on outings, use of the Internet and Action in the event of emergencies.
- Permission for the children to use the internet (child safety controlled).
- Permission to assess and observe the children regularly.
- Permission to take the children's photographs to be used within the Nursery and to use for the Quality Assurance award and for assessments.

Parents/Carers will be also asked to provide the Nursery with any further information which they feel would enable us to take the best care of their children, and they will be issued with an "all about me form" to complete for this information.

Parents/Carers will also be asked to complete a collection form with a password system in order to ensure their child's safety when other people are collecting.

### **3. Waiting Lists.**

We ask for a £10.00 registration fee which is to be deducted from the child's first Nursery fee to reserve the sessions which the parents require and we reserve this for a maximum of 12 months, if we cannot offer a child a place, the child is then put onto the waiting list and this list is reviewed regularly.

### **4. Policy on Partnership with Parents.**

The Nursery recognises that working in partnership with parents is of major value and importance to the Nursery in enabling it to provide a happy, caring and stable environment for the children and their parents.

We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by Nursery staff and parents.

The list below shows ways in which we will try to achieve a strong working partnership with parents:-

- Every child has a key person and this person is introduced with an introduction sheet and also verbally introduced and therefore, this key person strongly makes links between home and Nursery.
- A member of staff is always available for discussion with parents, however, if it is a difficult time then the member of staff may request a more convenient time with the parent. Arrangements can be made for more private discussions with the Principal at agreed times.
- Every other month there is an opportunity for parents to see their child's key person.
- Children are issued with daily diary books to encourage links between home and Nursery.
- Wow certificates are given if the parent informs us of something that their child has achieved at home and then this is recorded in the individual child's assessment documents.
- Information provided by parents about their children will be kept confidential.
- Information regarding the children's activities throughout the day is always available to parents on a daily basis, either by verbal communication or by the child's letter.
- Monthly newsletters will be issued to keep parents up-to-date with information about the Nursery.
- If we have any concerns about the child's well-being during the day, every effort will be made to contact the parents on their emergency contact telephone number.
- Parents are also requested to keep us informed of any changes to personal circumstances which may have an effect upon a child, e.g. change of address, contact numbers, doctor.
- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well-being e.g. bereavement, separation, or illness in the family.
- When parents are settling in with their children, they are welcome to spend some time with us in the Nursery, without charge and then they can build up good relationships between staff, their children and themselves. We also ask parents to help us with our assessments by guiding us with their knowledge as to what stage their child is at.

## 5. **Accidents.**

If a child, parent or member of staff has an accident on the premises, then a first aider is called to assess the situation. The first aider will follow the first aid procedures and if needed request an ambulance and another member of staff will telephone the Emergency services. The parent will be contacted immediately after the ambulance is called. The first aider will continue with first aid procedures until the ambulance arrives and then the child's key person will go to the hospital if needed and the Principal will arrange staff cover for this.

The accident book will be completed and any child, parent or staff injury that needs to be reported to Riddor and Ofsted is done at the earliest convenience by the Principal.

## **6. Policy on Working Together and Showing Respect for Staff and Children.**

It is our aim to provide a friendly and respectful working environment for all our staff and children. To implement this all members of staff must undertake to:-

1. Work together at all times and help each other out as much as possible.
2. Never talk derogatorily about a member of staff, if there is an issue, see the Principal.
3. Sort out problems promptly so that they are not allowed to fester.
4. Treat other staff in the manner in which is socially acceptable.
5. Show all children equal care and attention for individual needs.
6. Ensure that all children in their care receive lots of love and cuddles.
7. Ensure that all staff and parents do not discuss a child's appearance, development, in front of the child.
8. Ensure if staffs have any issues between each other that these are discussed in the office confidentially with relevant bodies as soon as possible.

## **7. Policy on Behaviour Management.**

It is central to the philosophy of the Nursery that all staff should be very positive at all times towards the children, each other and the Nursery. Any issues or problems arising with the children, other members of staff and parents should be discussed in private with the Principal or the named Persons for Behaviour, Mandy Samuel and Jessica Dobbs.

The passing of negative comments about parents, staff or children is not acceptable in any form.

We continuously encourage positive behaviour and re-enforce this with lots of praise, encouragement and rewards. This can take the form of a chart depending on the age and understanding of each individual child.

We recognise that some children may pick up unwanted behaviour, (please see list below) from many different influences and if we witness any of this behaviour which is unwanted within the Nursery environment then the parent is informed immediately and invited to work closely with the child in order to respect each others beliefs within the Nursery environment. If the unwanted behaviour continues then with the parents permission we will contact our Area Senco for advice for the individual child and also for the staff. All incidents are recorded in a behaviour incident book and signed by the parents.

Unwanted Behaviour includes the following: - consistent defiance, pinching, pulling hair, breaking, standing on or throwing toys, swearing, spitting, biting, kicking and hitting staff or children, name calling or racist comments, bullying.

The Procedure for dealing with unacceptable behaviour is as follows: -

- An immediate verbal response to the action directed at the child.
- A Gentle explanation to the child as to why the behaviour is unacceptable.
- If unacceptable behaviour persists, on occasions the child may be asked to have a quiet moment to reflect on what has happened.
- If necessary a child may be taken away from the other children or the Manager or Principal may have to speak to the child individually with age and stage development appropriately considered.
- Parents will be informed of all the behaviour which is particularly worrying.
- Nursery staff and parents will work together to promote positive wanted behaviour e.g. asking other Professionals for advice.
- If a child's behaviour shows no sign of improving then after working through the partnership with parents and contacting outside help (e.g. area Senco) then the situation will have to be reviewed.
- All staff and parents will be consistent in their approach.

We will follow these procedures in a way that is appropriate to the maturity of the child.

- All behaviour issues with all the children are confidential and information will only be discussed with the relevant child's parents or carers.
- If for any reason physical intervention has to be used e.g. to ensure the child and other children's safety, such incidences will be documented and the child's parents will be notified the same day.

#### **8. Behaviour Management for Staff, Work Experience and Trainees.**

Depending on the severity of the incident instant dismissal can and will be enforced if needs be. Staff to follow the procedures set out in their contract.

#### **9. Child Protection Policy.**

Child protection is provided by Gloucestershire Safeguarding Children's board (GSCB) and contacts and reference will be sought from the child protection manual. All staff members should be aware of the possible indications of abuse or neglect and the procedures for dealing with these issues. Regular staff training will be offered to staff and staffs have a duty to attend. The designated child protection officers are Grace Raines, Debbie Simmons, Donna Kilpatrick and they will have the 1 day Child Protection Training.

#### **Referrals of Child Abuse.**

If a child arrives with injuries that the staff have a concern with that professional should:-

- Consult with the Principal or Child Protection officer and medical attention is sought if child require immediate treatment.
- The Professional completes a confidential written record of the nature and circumstances surrounding the concerns. A witness preferably should be present.
- The concerns are discussed with the parent, unless the concerns amount to sexual abuse.
- If concerns remain, the Manager/Principal is to seek advice (if necessary) from the Safeguarding Children Board on 01452 583636 (where a child welfare concern can be logged) or from contacting The Early Years for a Support Contact – on 01452 425774. For out of hours Social Work advice contact the Emergency Duty Team on 01452 614194 and for out hours concerns contact the Police Control Room on 0845 0901234.
- If warranted the Manager/Principal makes a referral to the Children and Families Help Desk, Tel 01452 426565 within 24 hours (Immediately if the concerns are about sexual abuse or physical injury). The children and young people's Social Care department will then take responsibility for managing any subsequent enquiries.

#### Subsequent Action.

Following a referral, enquiries will be undertaken by Children and Young People's Directorate and possibly the police. Staff may be required to provide statements and attend Initial Child Protection Conferences.

#### Confidentiality.

The Nursery has the right to share any information regarding child protection with other childcare professionals. All information will be kept confidential.

#### If a parent makes an allegation towards a member of staff.

If a parent makes an allegation against a member of staff they should firstly speak with the Principal, and the Principal will speak to the member of staff involved obtaining all of the details. The Principal will then inform the person making the allegation of the details and Ofsted are to be contacted.

The investigation will then be undertaken by the Nursery and relevant professionals and confidentiality will be maintained throughout.

Whilst there is an investigation being processed the member of staff will either go through the disciplinary procedure or have immediate unpaid suspension until further notice.

#### 10. **Volunteers.**

Volunteers (in the means of students) occasionally help at the Nursery for work experience, however they are never left in sole charge of a group of children. The volunteers that we have at the Nursery are always highly supervised by staff members. The volunteers do not warrant a police check as they are only with us for short periods of time and are never left alone with the children.

#### 11. **Essential Records.**

Records of each individual child are kept confidentially and on the premises at all times.

- Name, home address, date of birth, religion/ethnic origin, special diets health problems, child's doctor, who has legal contact and legal responsibility and immunisation details of each child registered at the Nursery.
- Name, telephone number of a parent if applicable of each child registered.
- Name, home address and phone number of every person employed on the premises.
- An all about me form.
- Daily record of children on the premises and their hours of attendance.
- Record of any accidents.
- Record of any medicines administered to children at the request of parents.
- Procedures for and record any fire or accident.
- Procedures to be followed in the event of a parent failing to collect a child at any time.
- Procedures to follow in the event of a child being lost.
- Incident book.
- Record of any complaints from a parent about the service offered by the Nursery.
- Procedures for the protection of children in the event of an allegation of abuse or neglect.
- Copy of the Registration form contract with parent.
- Staff rotas and cover for staff illness.
- Qualifications of everyone employed at the Nursery.
- Parents signed permission to take photographs of their children.
- Parents signed permission for their child to have continual observations and assessments.
- Environmental Health and Fire Officer reports.
- Maintenance of equipment in Nursery.
- Menu and record of food intake.
- Collection of children procedures in the event of an emergency.
- Fire drill records and emergency light checks.
- Staff attendance.
- Fees.
- Child progress records.

#### 12. **Maximum Length of Day for the Child.**

The Nursery is open from 8.00am to 5.45pm, Monday to Friday. There are various sessions between these times that a child can attend throughout the day. A child can attend a full week, which would mean that they could come to Nursery any time after 8.00am and leave anytime up to 5.45pm, but these are the maximum hours that the Nursery operates. Please ensure that all children are collected by 5.45pm.

**13. Safety and Regular Inspection of Premises and Equipment.**

The Nursery is continuously maintained to a high standard with safety being of paramount importance and the equipment is checked, risked assessed and cleaned regularly and the whole Nursery is painted and decorated when needed.

**14. Bringing and Collecting Children, registering the arrival and departure of children and procedures for Uncollected Children.**

Bringing children:-

Hedgehog and Squirrel Children: -

There is a doorbell on the main entrance door at the Nursery. Parents should ring this bell and then wait in the foyer in order to be allowed into the Nursery. Please ensure that you close all doors and gates behind you when leaving a room or the main Nursery building and do not let any other parents or people into Nursery to ensure safety for all children at all times. Thank you.

Ladybird Children: -

Please access the Ladybird door through the side entrance of the Nursery and by walking to the back door by the patio. Please knock and wait for the door to be answered for you, and please shut the door and gate behind you taking care of any children who may be playing in the area.

Badger Children: -

Please access the Badger door through the side entrance of the Nursery and ring the bell and wait for a member of staff to answer. Please ensure that you shut the door behind you.

With all children, please make sure that you inform a member of staff if you are collecting your child or if someone else will be collecting your child and do not take them without speaking to the person who is in charge of your child.

When parents collect their child they are informed of what the child has been doing at Nursery. They are then issued a report to take home which includes:-

- What activities the child has been doing.
- How much they have eaten.
- What time their child has slept.
- How many nappy changes (if applicable).
- Any other information that is relevant to the child's welfare or that is important to mention to the parents.

An attendance sheet is completed every day with the times that each child arrives and departs from Nursery. Please inform the Nursery if your child is not going to attend for any session.

Do not allow anyone else other than yourself into the Nursery building.

#### Procedure for Uncollected Children.

The Nursery obviously has an obligation to stay with an uncollected child at the end of the day, until that child is collected.

The Nursery must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the Principal or Group Supervisor should check this description before permitting the child to leave. If the Nursery has not been able to make contact or not heard from the parent by 7.00pm then the GSCB will be contacted to seek further advice.

A record will be kept of children who not collected by the due time and parents will be asked to sign for this. This will note the date, the time at which the child was collected, and who collected the child.

In the event that a child is not collected by the due time on three consecutive occasions there will be an additional charge for £5-00 for every five minutes for these late collections.

#### **15. Procedures for Answering the door and Collection of Children.**

To ensure the safety of all children and staff the following procedures must be adhered to:-

##### 1) Answering the door.

The person who answers the door must identify the caller. If the caller is not known then he/she remains in the foyer whilst identification is sought, i.e. name, reason for call, name of the person who the caller is here to see, employment card. Before granting a caller access, always check with an authorised person. Never grant access to anyone who is not known.

## 2) Visitors.

Any visitors, such as sales people, parents settling children, college assessors, prospective parents, Ofsted or Local Authority visitors must wait in the foyer and when confirmed they can enter the Nursery, must complete the visitor's book on arrival.

## 3) Authorised Collectors.

Each child has one main collector, but if others are occasionally used, the Nursery requires the parent to complete a Collection form with detailed descriptions, preferably photographs and a valid password. It is the parent's responsibility to inform us of any changes to a collection form that may occur.

## 4) Persons prohibited from collecting children.

If a different person calls to collect a child and the parents have not informed the Nursery of this, then the parent's permission must be obtained before handing over the child.

All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a letter must also be written from an authorised parent to confirm the names of those family members with whom that child is forbidden contact. If one of those family members should call at the Nursery they must not be granted access and a member of staff must deal with the situation by contacting the authorised parent and ensuring that they come into the Nursery as soon as possible to rectify the situation. The child's primary carer must be informed of the incident immediately thereafter.

If someone comes to collect a child who is not authorised then that person will be refused entry and the child is not allowed to go with that person.

If the child is to be collected late, then two members of staff are to wait at the Nursery until the authorised person has been to collect that child.

## 16. **Medication.**

If a child needs to have medication at Nursery the parent must sign a medicine slip for us to be able to give medication. The medicines are labelled and stored in the office or in the Ladybird fridge in a suitable place at the correct temperature away from the children. When the medication has been administered the permission slip needs to be signed by two signatures and recorded on a medicine sheet. If the child needs to be administered Calpol, all parents need to complete the section on the registration form, so that if a child needs calpol in an emergency, we will ring to speak to the parent to get their permission, and they will sign a medicine slip on their return when they collect their child.

**17. Action in the event of an Asthma Attack or an Allergic Reaction.**

If a child has a known allergy that has been detected before they are due to start at Nursery, then a protocol must be established between the child's Parents and Nursery before the child is able to be left at Nursery.

Staff will also be trained in the relevant training to deliver Asthma inhalers or epipens. The child's inhaler or epipen will accompany the child when participating in outdoor activities or on outings.

If an allergy is discovered whilst the child is already attending Nursery, then first aid procedures must be followed and a protocol must be established between the child's parents and Nursery before the child can continue to attend the Nursery, in order to protect the child from any unnecessary reactions.

**18. Action in the event of a missing child.**

There are a limited number of situations where a child could be lost and these are:-

- Where a child wanders off on a Nursery outing (see policy on Outings).
- Where a child escapes from the garden.
- Where a child is taken from the Nursery by an unapproved adult (see procedures for answering the door and for the collection of children).

Should a child become lost the following action should be taken:-

- Alert the Principal who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or two members of staff should search the building, garden and immediate facility.
- If the child cannot be found within 20 minutes then the police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch with mobile phones if available.
- When the situation has been resolved, members of staff should review the reasons for it happening and ensure measures are taken to ensure it does not happen again.

**19. Action in the event of a planned and unplanned staff absence.**

If the staff absence is planned then other members of staff will be employed if needed and organised at our weekly staff meetings. If the staff absence is unplanned, then we use a variety of people who have had all the relevant checks and they are on the Nursery's hit list and we also use agency staff and so these people are contacted as soon as possible to see if they are available for that day.

If the cook is away the replacement member of staff must have a food and hygiene certificate.

## **20. Policy on Outings.**

If an outing is arranged at Nursery this will be the procedure.

The Principal must know the site prior to the outing, and complete a risk assessment, looking at the following issues:-

Transport.

Venue.

Suitability for each individual child.

Educational benefits for the visit.

- Written permission from all parents must be obtained prior to the outing.
- Staffing ratios must be maintained at the same level as in force in the Nursery.
- A first aider must be present and a suitable first aid box must be taken. Copies of registration sheets containing contact numbers, allergies, etc. must also be taken.
- The children must be counted before setting off (on coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Toilet facilities must be provided for the children at regular intervals.
- Food and drink must be provided at similar times to those in the Nursery and additional drinks should be offered if the weather is warm.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured, drivers details satisfactory and all seats must have safety harnesses or equivalent with booster seats.
- The maximum seat capacity of the vehicle must not be exceeded.
- Some spare sets of clothing must be taken.
- If a child uses any medication e.g. epipens these need to be stored correctly, securely and safely.

## **21. Use of Transport.**

The minibus is used at the Nursery for transporting small groups of Nursery children, the After School Club from school and also is used in the Holiday for Holiday Club children, and this vehicle is taxed, insured and MOT'd with an appropriate competent driver to drive them. The minibus is fitted with safety harnesses, booster seats and they are used at all times when travelling.

## **22. Staff Recruitment, Selection and Induction and Policy for Ensuring Supervision of People who have not had Police Checks.**

Staffs are advertised for internally within the Nursery, in the local papers, job centres and local colleges and then they are interviewed by the Principal.

Written references are asked for and checked out, and then the interviewees are welcome to stay at the Nursery for a morning or full day. The new member of staff is selected and then they are introduced to their full role on their first day by the Group supervisor or Principal.

The Introduction procedure is as follows:-

- 1) The CRB forms are checked and EY2 forms (Disclosure form) are issued to the new member of staff with instructions on how to complete and this is followed up with an enhanced disclosure.
- 2) The new member of staff must be given a tour of the Nursery, showing - fire exits, fire equipment, fire evacuation procedure and location of first aid boxes.
- 3) The new member of staff must be shown the policies of the Nursery and asked to read them.
- 4) The Nursery's policy on confidentiality and behaviour management must be discussed and signed to indicate agreement.
- 5) Conditions of employment must be confirmed as agreed at the interview – working hours, pay, holidays and procedures to follow in the event of illness.

The following targets are set for a new member of staff in the first few weeks:-

1<sup>st</sup> week: - A new member of staff will be given the staff introduction form to complete over the next 2 weeks. The new member of staff will be expected to read through some of the policies, familiarise themselves with set dinner and snack times and introduce themselves to parents.

2<sup>nd</sup> week: - The new member of will be expected to learn the routine of the room which they are in, read some more policies and introduce themselves to parents.

3<sup>rd</sup> week:- The new member of staff will be expected to hand in the completed staff introduction form and start to show signs of taking on some of the roles and responsibility in the room and talk to parents about their child's day.

4<sup>th</sup> week:- The new member of staff will be expected to complete the medicine sheet and accident book under supervision.

5<sup>th</sup> week:- The new member of staff will be expected by this time to be confident to talk to the parents about their child's day.

6<sup>th</sup> week:- The new member of staff will be able to work as a team to ensure the daily routine is followed and to feel comfortable to put forward ideas to other staff members.

Once a week during the first 6 weeks the member of staff in charge will talk to the new member of staff on a one to one basis to discuss how they are getting on and to overcome any problems.

After 3 months there will be an interview with the member of staff in charge and the new staff member to go through all aspects of work and a contract issued if applicable.

Anyone employed in the Nursery for more than 2 weeks will complete the EY2 form. Any staff/people who have not been police checked must be supervised at all times.

### **23. Staff Support and Supervision.**

Weekly meetings are held with the Principal and Group Supervisors to discuss any area of concern or any issues that arise within the Nursery environment.

Times are also allocated for the Squirrel and Badger Staff to plan and prepare their work with the children for the following week. Non- contact time is also available for all staff to catch up with their observations and assessments if needed.

Supervision mornings are held monthly for the staff to see the Principal if they have any concerns that they wish to raise.

Monthly staff meetings are available to all staff and minutes are taken to ensure that staffs that cannot make these meetings are kept fully informed of what is happening within the Nursery.

Staff who are training also have non-contact time with their tutor to complete any work or assessments which need to be completed.

### **24. Staff Training and Development.**

When staff training becomes available, then each member of staff is offered all training and depending on relevance they go on training courses, and bring back information from these courses for other members of staff at the monthly staff meetings. The staff must also complete an evaluation form on the training which they have attended.

### **25. Buying and Replacing Toys.**

Any toys that are damaged beyond repair are discarded immediately and then toys are bought to replace lost ones. A wide variety of toys are always available to meet the

needs of each child and new toys are bought when required. If staff are wishing to replace old toys this can be discussed at regular staff meetings.

## 26. **Special Educational Needs.**

We aim to provide all the children with a broad and balanced learning environment that is committed to the inclusion of children with Special Needs. Our philosophy is that all children should have the opportunity to develop to their full potential alongside other children in an educational environment. We would also be willing to make reasonable changes to the environment and equipment to help the individual child following the DDA Guidelines.

1) Grace Raines, Jaime Dowdeswell and Claire Price are nominated as the Special Educational Needs Co-coordinators (SENCO).

The Definition of Special Educational is as follows:-

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:-

- a) Have a significantly greater difficulty in learning than the majority of children of the same age: or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the Local Education Authority.
- c) are under compulsory school age and fall within the definition at a) or b) above or would so do if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special educational provision means:-

- a) for children two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their own age in schools maintained by the LEA, other than special schools in the area.
- b) for children under two, educational provision of any kind.

2) The progress of all children in the Nursery is monitored and entered on their individual records. These records, and indeed all records are confidential. In all circumstances staff work alongside parents to make these records and to develop individual targets for the child.

3) The Nursery will work closely with parents to listen to their views in order to build on the children's previous experiences, knowledge, understanding and skills. The Sencos and Nursery staff will develop and maintain appropriate methods of communicating with parents in relation to the issue of Special Needs. No action should be taken without the parent having a full understanding of what is being done to help the child.

4) All such meetings will be noted and points relevant to each individual child will be dated and added inside the child's individual file.

5) Through these meetings the Sencos and other staff will seek to understand the child's home circumstances to ensure that both the setting and home life are a partnership working together in order to develop the individual child. Home visits are an option for individual children if we feel this will be of benefit to the child.

6) All the files of the children which we have concerns for will be reviewed by the Group Supervisor at least every 6-8 weeks, and share the information with the (Sencos) or Principal, and parent if they wish to be present.

7) The Nursery recognises that some children will have Special Educational Needs but notes that children whose first language is not English will not be considered to have Special Educational Needs because of their language situation alone.

8) All children will have their progress monitored. Those who are having greater difficulties in learning will be given different and the same opportunities and alternative approaches to learning will be introduced and again noted. These alternative approaches can be worked out with the parent by offering an Individual Educational Plan (IEP) form which is drawn up between staff and the parents involved, moving onto an IEP if needed. This may contain activities and or ideas which are used at Nursery and can also be used at home.

9) Where there is concern for a child's progress the Nursery will speak to the parent and offer them the option of a completing guidance (yellow) form which enables the Nursery to access our local area Senco Advisor. This Senco will then visit the Nursery to observe the staff where he/she will note any areas for guidance to help the child, staff and parents. The parents are more than welcome to attend this session and will have access to speak to all professionals. Records are then made from the area Senco following his/her visit and these are shown to the parents. A date will then be set for a next visit if needed.

10) If needed an Individual Educational Plan (IEP) will be written with consultation with parents, group supervisor and setting Senco following the graduated approach. This consists of short manageable targets for the child which will be reviewed approximately every 6-8 weeks. Once a child has an IEP this is then termed as Early Years Action. Once 2 IEP's have been completed and 2 reviews have followed these, then this is termed as Early Years Action Plus.

11) The observations for the IEP's are completed by the staffs who are working with the individual children and they then in turn make their appropriate records.

12) The Senco will then ensure that the appropriate records are kept including a record of children at Early Years Action and Early Years Action Plus.

13) The aims of all these records are to help the child make the maximum possible progress in all relevant areas through individualised approaches to learning and teaching. Where the Senco deems it necessary, help and information will be gathered from other professionals. Continuous discussion will also take place with the parents, and this will be noted in the child's file.

14) The Senco and Group supervisors will ensure that all staffs are aware of which children are in receipt of Early Years Action and Early Years Action Plus.

15) Where a child does not, in the opinion of the Senco respond satisfactorily to the Early Action Stage the Senco will consult with the parents and the external agencies involved and will then consider requesting from the relevant Local Authority a SEN Panel. The Senco will note the LA's response and subsequent action and at all times the parents will be informed of all information regarding their child.

16) The Senco will ensure that full and comprehensive records of the Special Educational Needs of children moving from the Nursery to another Nursery or to a Primary School are made available via the parents and presented in such a way that another Senco will be able to understand and act upon the findings of the Nursery immediately.

#### **27. a) Complaints Procedures for Parents.**

It is clearly of paramount importance that the Nursery should run smoothly and that the parents and staff work together in the spirit of co-operation in the children's best interests. If a parent feels that he/she has cause for complaint they should either speak to a member of staff or the Principal, in the office away from the child. In the event of complaints from either staff or parents every effort will be made to respond quickly and appropriately and the following procedure will be followed:-

- Where a complaint is made to a member of staff the principal should be informed immediately.
- The Principal will respond to any complaint as quickly as possible. They will talk with staff and parents to overcome the problem.
- All complaints will be recorded and dated in the Complaints file.
- After a complaint has been resolved the final outcome will be written in the Complaints file. Any recommendations for changes in procedure will be made and noted against the complaints policy.

- It is clearly understood that persons have the right to phone Ofsted after talking to the Nursery Manager if they feel they have not received a satisfactory response to their complaint. Ofsted telephone number is 08456 404040.
- Every effort will be made to ensure that all matters are resolved and every avenue will be explored to ensure that every child is included in the setting and to resolve the complaint. We may need to look at the suitability of the Nursery for the child whose parent has complained and try to resolve if possible. Ofsted will be contacted concerning any written complaint, and the outcomes will be sent within 28 days and kept for 3 years. If parents wish to take the issue further they can contact Ofsted National Business Unit, 3<sup>rd</sup> Floor, Royal Exchange Buildings, St. Ann's Square, Manchester. M2 7LA. Tel 08456 404040 or email Ofsted at enquiries@ofsted.gov.uk.

#### 27. b) **Complaints Procedure for Staff.**

- If a member of staff has a complaint then they must report it at once to their supervisor or Principal.
- Complaints by a member of staff will be dealt with by the Principal immediately and recorded as above.

#### 28. **Key Working arrangements.**

The Nursery operates a key worker system, as when a child begins Nursery or when a child moves into a new room, then the parents and child will be introduced to their key person and that key person will give the parent a written sheet about their hobbies, likes and dislikes and some background information about themselves in order to make the parent and child feel at ease and can straight away build up a relationship.

The purpose of a key person is for parents to have a continuous point of contact, for the child to build up a close relationship when beginning Nursery in a new room, and the Key person is responsible for ensuring all assessments are kept up to date.

Parents are welcome to speak to all staff as well as their child's allocated key person as we operate an open door policy at Nursery and opportunities to speak with each child's key person will be at every other monthly open day for parents.

#### 29. **Procedure for Emergency Evacuation and collection of children in the event of an emergency.**

The alarm will be activated and all members of staff and children will exit the building with the necessary paperwork and meet at the assembly point. Members of staff will inform the authorised persons to come and collect their child as soon as possible. The children will be kept in an area of the Nursery which is unaffected if at all possible, however, if none of the Nursery area can be used, then the children will walk or be driven by the Nursery Mini-bus to a local village hall. In the event of a prolonged power cut, emergency measures will be made to ensure the Nursery is well lit and heat

from a temporary small safe heater fuelled via a generator will be used and parents will be contacted to give them the option to collect earlier if they wish.

### 30. **Policy on Confidentiality.**

To meet the needs of all the children in our care it is important to share information with parents and with one another in order to support the child's development. It may also be necessary in some circumstances for the Nursery to seek the help and advice from outside professionals such as Area Senco, Pata, Health Visitors, other settings which share the care and education of shared children, GP's etc. If this action is taken the parents permission will first be sought.

Any information and knowledge will be on a need to know basis and will be kept confidential.

All members of staff and students will agree to respect the Nursery's confidentiality policy and will sign a copy of this document to indicate their agreement.

Visitors and Parents should respect the staff role of confidentiality.

### 31. **Policy on "Contracting Parents".**

When a child joins the Nursery one parent is asked to sign the standard form applying for a place and accepting the standard terms and conditions of the Nursery, and they will be seen by the Nursery as a contracting parent.

The implications of being a "contracting parent" are:-

- Liable for the payment of Nursery fees.
- Nominating who may collect the child from Nursery (please see policy number 14).
- To authorise whether the child is allowed to be photographed, and deciding on specific issues relating to the child.

### 32. **Policy on Fire.**

Please see separate Fire Drill Procedures located in all rooms. All staff should know the fire drill procedure, where the fire extinguishers are and also where the register and registration forms of each child are kept in case of an emergency. All staff should also know the procedure for raising the alarm in case of fire.

### 33. **Policy on Food.**

#### **Food.**

To ensure that food meets the requirements of the maximum number of children and that it is of the highest quality the following procedures will be followed:-

- All food will be checked at the time of use to ensure that it is not past its use by or best before date.
- Vegetarian options are offered, if requested by parents.
- Any specific dietary requirements, due to health concerns, such as allergies to wheat, food additives, nuts, eggs, milk, and dairy products are a matter for agreement between the Nursery, the parents and the cook and any agreed special diets will be kept in the kitchen.
- Samples of all cooked foods are stored in the freezer for 48 hours.
- Temperatures of cooked meats are recorded to ensure foods are cooked to specifications-the thermometer probe is checked monthly.

#### **34. Policy on Invoice Payments, Collection of fees and issues of receipts**

In all cases fees are to be paid on receipt of a bill as payment is requested one month in advance. Fees are to be handed into the Principal or staff. If given to staff, staff must place the fees in the allocated place. Receipts are then written and these are distributed with each child's letters.

If fees are outstanding parents will be informed no more than 3 times and if fees have still not been settled then this will result in termination of place.

Fees are charged all year round, for all sessions enrolled for, except when the Nursery is closed i.e.:- Bank Holidays and approximately 1 week at Christmas. Please note that we charge for all times that your child is away, for example, sickness or family holidays in order to retain the place for your child.

#### **35. Policy for Noise.**

It is recognised that working with young children can be a noisy and stressful job. Arrangements will be made for all staff to have regular breaks during the working day.

The noise level in a Nursery can be very loud at times, with children crying or participating in noisy activities. Where a member of staff feels that the noise level is getting out of hand, steps should be taken to reduce it. This may be done by sitting the children down and reading them a story or by offering quiet activities.

The children will in any event be expected to have a variety of experiences and to participate in both "noisy" and "quiet" activities during their time at Nursery.

#### **36. Policy on Play.**

The Nursery understands that play is something that a child best enjoys. A child's play has purpose and can be a step towards the learning and understanding of valuable skills. It can help the child fit into the world physically, intellectually, emotionally and socially and grow to be a healthy and competent individual.

The Nursery will endeavour to provide children with a stimulating environment where playing and learning go hand in hand. A varied selection of activities will be provided throughout the day, using both indoor and outdoor activities, for example:- Creative play, Sand and Water, Gardening, Creative Activities, Imaginative Play, Physical Play, Books, Musical Instruments, IT Equipment, Problem Solving and Reasoning, Knowledge and Understanding of the World equipment, music.

### **37. Policy on Self Esteem.**

The Nursery recognises that staff in the Nursery can have a major part to play in the raising of self-esteem in the children that we see.

It is our continuing aim to:-

- Make all the children feel valued.
- Ensure that all the children feel included at all times unless being disciplined, or due to the child's own requests.
- Ensure the children share their experiences with each other and with staff.
- Help children to appreciate and value each other

In order to implement this policy it is important that our staff themselves have a high self esteem and also believe completely in what the Nursery is doing, in a way that it is providing Nursery Education for children in our area.

If any member of staff reveals through actions or attitude a lack of positive feeling for themselves or for our work, then the Principal will invite the member of staff to discuss the situation and seek to resolve this issue through discussion.

### **38. Policy on Smoking.**

The Nursery maintains a non-smoking policy from the main gate off the road.

Any staff wishing to smoke should use the designated area which is outside behind the staff room.

### **39. Policy on Professional and Performance Development Reviews.**

The main review will take place annually and will consist of a one to one meeting between the Principal and member of staff. All discussions and issues raised will be written and signed by both parties.

Prior to the meeting each member of staff will be given a date of the meeting and inviting them to consider any points they wish to discuss in the meeting.

Points to be discussed at the meeting are as follows:-

- Immediate improvements which could be made in relation to this individual's job.
- Immediate improvements which could be made to the Nursery.
- Longer term improvements which could be made either to the Nursery or the individual's job.
- How the individual would like to see the job develop in the coming year.
- New areas of work and responsibility that the individual would like to take on or that the Principal would like them to take on.
- Training which the staff member would like to complete
- Any difficulties which the individual is experiencing in their work
- How well the member of staff is working within their role.

The Nursery Principal will bring forward any issues that are felt relevant to this particular member of staff and will make notes on the discussion which arises.

If as a result of the meeting specific action is considered relevant a date for this action to be completed will be set and the member of staff will be informed of this. Where necessary a date for a further meeting will also be set. However, if not, there will be a small review for all staff 6 months later to make sure that staff and management are happy. Copies of staff reviews will be kept.

#### **40. Policy on Work Experience.**

The Nursery welcomes work experience pupils and students. Prior to accepting any pupil or student the Nursery insists that:-

- The pupil or student that wishes to attend work experience expresses an interest in working with young children.
- The pupil or student visits the Nursery prior to the work experience taking place in order to ensure that he or she is able to fit in with our work, and that we are able to work with that individual.
- The student signs a confidentiality document.
- The Nursery explains the Health and Safety procedure and any other relevant policies to the student during their work experience time.
- The Nursery agrees that if the student has any issues, they need to be forwarded to the Principal before they leave.

- The Nursery encourages the Supervisor of the student to come into the Nursery to visit during the time that the student is present.
- The Nursery agrees the hours that the pupil or student is to attend, and the pupil or student is aware of these timings and can attend at these times.
- The school or college certifies that the pupil has not been suspended from school or college at any time.
- During the week at Nursery the work experience person will work with various members of staff in each room within the Nursery.
- At the end of the week the Nursery will write a confidential report on the person and the experience which will include reference to any outstanding areas which we achieved and any particular problems that were encountered.

#### 41. **Procedure for Settling Children into the Nursery.**

1) It is of paramount importance to this Nursery that all children in the Nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into the life of the Nursery as quickly as possible.

2) Depending how confident the child is, or how the parent wishes to settle in their child, depends on the length of the settling in period. However, the procedure is as follows:-

- a) Parents are invited to stay with their child if they wish in the allocated room.
- b) Parents are welcome to use the parent room if they wish to leave their child for part of the time.
- c) When the child is settled enough, the parent is welcome to leave the Nursery we will charge the hourly rate for this time.
- d) When the child is confident, gradually the time increases to a full session.
- e) If we feel that the child is not ready to begin Nursery, and he/she is finding it difficult to settle in the environment, then we will suggest to the parent to provisionally stop Nursery and see how the child feels at a later stage.
- f) We recognise how valuable a Nursery setting is to every child, and if the parent does not have a positive attitude towards leaving their child, then this will undoubtedly reflect on the child's confidence when settling. Therefore, we may suggest alternative child care arrangement for you and your child, as we appreciate that this can be a difficult time for both adult and child.

3) It is our policy that, so far as possible, the Nursery sessions run in the normal way when a parent or carer is present. The parent should be able to see the regular pattern of what happens during the day, how the staffs deal with anything unexpected and in particular they should be able to see the level of care received by all the children within the Nursery.

4) When a child starts Nursery we are very happy to receive telephone calls from parents or carers at all times. We fully understand that parents are concerned about their child's welfare and are likely to feel upset at leaving him or her in someone else's

care. We will aim to alleviate these fears, but if a child is very upset it is our policy to tell the caller, requesting them to return to Nursery, or asking them to call again to see if their child is happier and settling in better.

#### **42. Provisions of the Early Years Foundation Stage.**

##### 1) Free for 3 and 4.

The Nursery is registered in order to accept Free for 3 and 4 funding for the term after the child's third birthday until the child begins school. This is worked out by the child's date of birth and the county in which they live and each parent will be informed by the Nursery, as soon as their child is eligible for the funding. Separate letters will be issued with funding details in order for parents to obtain more information.

##### 2) The Curriculum.

From January 2008 the Nursery began to introduce through observation, planning and assessing the National Early Years Foundation Stage. However, the full standards were not completely introduced until September 2008, as this then is now a legal requirement.

##### Purpose and Aims of the Early Years Foundation Stage (EYFS).

Every child deserves the best possible start in life to develop to their full potential and a safe, happy and secure childhood is very important and by achieving this, then this provides the foundation for children to make the most of their abilities and their talents.

The overarching aim of the EYFS is to help young children achieve the five Every Child Matters outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well being.

At Nursery we do this by:-

- Setting the standards for the learning, development and care of young children by ensuring that every child makes progress and that no child gets left behind.
- Providing for equality of opportunity and anti-discriminatory practise and ensuring that every child is included.
- Creating the framework for partnership working between parents and professionals and between all settings which each child attends.
- Improving quality and consistency through a universal set of standards which end the distinction between care and learning and provide the basis for inspection and regulation regime.
- Laying a secure foundation for future learning through learning and development that is planned around the individual needs and interests of the child, and informed by ongoing observational assessments.

The EYFS outlines Early Learning Goals which most children are expected to achieve and these begin at birth and continue until the end of their reception class year at school.

The areas of learning are as follows:-

- Problem solving, reasoning and numeracy.
- Creative development.
- Knowledge and understanding of the world.
- Communication, language and literacy,
- Physical development.
- Personal, social and emotional development.

The aim of the Nursery is to plan a curriculum using the areas of learning to provide the children with learning experiences of the highest quality, considering both children's needs and achievements and the range of learning experience that will help them to make progress towards (and where appropriate, beyond) these goals.

Children progress at different levels and these levels describe children's typical progress towards these goals from birth.

3) Planning for the children aged 3 months to 5 years.

As soon as children are born, they thrive on learning about the world around them. As they grow, their ability to learn grows with them. The National Curriculum provides children with opportunities to broaden their learning abilities. We aim to promote all areas of the National Curriculum to children from an early age through the new EYFS Curriculum.

The areas which we cover are as follow:-

- A Unique child:- The Components which make a unique child are child development, inclusive practise, keeping safe and health and well-being.

We would like all children to be strong, capable, self assured and confident and by supporting and encouraging the children to make and secure relationships in a nurturing and loving environment these skills will naturally develop.

- Positive Relationships:- The Components which make positive relationships are respecting each other, parents as partners supporting learning and a key person.

In order to build and maintain positive relationships children need to be together with dedicated staff developing warm and purposeful relationships. We recognise that parenting can be a hard task, but with our supportive nursery staff we really value parental partnership at Nursery.

- **Learning and Development:-** The Components which make a child learn and develop are play and exploration, active learning, creativity and critical learning and areas of learning and development.

In order for a child to develop these skills then it is important to begin the early beginnings of being imaginative, being creative representing. And it is important to allow children to share their thoughts, feelings and understandings using drawings, words, movements, music, dance and imaginative play.

- **Enabling Environments:-** The skills which make a child have enabling environments are observation, assessment, planning, supporting every child, the learning environment and the wider context.

We encourage each and every child to achieve this by making safe and healthy choices as health and social well-being underpin and determine children's responses to their environment and this is encouraged by children building relationships which are close, warm and supportive.

The planning is completed weekly and staff will plan a focussed adult led activity in both mornings and afternoons in order to cover the area of development which is required for children to aim to achieve a certain target. This is a loose plan that may change depending on a wide variety of circumstances, e.g. something a child brings in from home different to topic related or if during the session the children's interest change regarding the weather, or the children find an interesting insect to observe.

Observations - Children are observed daily to aid planning for individual needs and these are recorded on the children's Early Learning Goal profiles and reviewed regularly. Parents have access to these at all times and they are used very much as a working document for staff.

We also celebrate children's birthdays by singing happy birthday and if parents would like to bring a healthy birthday snack for the children and their friends, please speak with a member of staff to organise this. Thank you.

We have informative parent evenings termly to inform parents in more details regarding the Early Years Foundation Stage and how we complete planning at Nursery. All parents are welcome to these sessions.

If you would like to find out any further information please feel free to ask a member of staff and they can offer you any information which you may be unsure of.

#### 43. **Policy on Stress.**

In order to continuously reduce the build up of stress the work of all staff is noted and reviewed through:-

- Staff Professional and Performance Development Reviews in which achievements are noted and commended.
- Staffs achievements are commented on a day-to-day basis if and when appropriate.
- Open discussions of stress are arranged following requests of the Principal or an individual member or group of staff. It is important that if a member of needs to discuss any issues, no matter how small they must come and express their views to either the manager or Principal.
- Once a stress issue has been brought to the Principal's attention every stress issue is taken seriously and measures are taken in order to help the member of staff.
- Monitoring of stress.
- Records of absence through illness are kept and regular contact is maintained with staff who are absent for long periods of time.

#### **44. Policy on Earrings, Body Piercing and Tattoos.**

Both staff and children must wear studs at all times as if and other accessory is worn, such as hoops then there is a strong risk that these may get caught or pulled and can do damage to the individual. The Nursery does reserve the right to ask individuals to remove any piercing that may cause damage to the individual or others. All tattoos need to be covered.

#### **45. Policy on No Shoes in Ladybird Room.**

All people and children must remove their shoes when entering the Ladybird Room. It is acceptable to stand on the red coconut matting when removing shoes, however, shoes must be removed in the room to ensure that the room is kept clean and hygienic for the younger children at Nursery.

#### **46. Policy on Emergency Closure.**

In case of emergencies beyond our control, e.g., lack of lighting, flooding, electricity, if the Nursery has to close we will contact all parents of children attending on that day to ask them to collect their children or to inform them not to bring their child into Nursery and we will offer the parent an alternative session or a refund for the time which they have missed at Nursery.

#### **47. Policy on Baby Sitting.**

Occasionally staff may be asked to complete baby sitting, however, the Nursery takes no responsibility for recommending staff or for being responsible whilst staff are working at a parent's house completing baby sitting/ nannying duties. The Nursery also takes no responsibility for staff's partner's/husbands in these situations.

48, **Policy for Availability of Literature from Nursery.**

If parent's would like any information from Nursery, in additional languages, Braille, audiotape or on email, please do not hesitate to speak with the Principal and this can be arranged.

## **Countryside Day Nursery's Policy in Health.**

**Exclusion Policy** – The Nursery reserves the right to exclude any child/children from the Nursery for the protection of all Children and adults. I.e. Parents are asked to keep their children at home if they have any infection and therefore to inform the Nursery as to the nature of the illness so that staff can inform other parents, maintaining confidentiality at all times.

Please note if a Doctor prescribes antibiotics/antibiotic cream for any disease/illness – all children must have taken these antibiotics on the prescribed day for at least 24 hours before returning to Nursery.

**Please read and adhere to the following guidelines for children with infectious diseases.**

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- **Chest, Throat and Ear Infections.**

Children must be kept off Nursery for at least 24 hours after receiving medical attention.

- **Chicken Pox (Varicella).**

*Incubation period: 13 – 17 days.*

The condition is infectious and the child may return to Nursery when all the spots have scabbed over and the child is well.

- **Conjunctivitis.**

Seek medical advice and then exclude when given 24 hours treatment on the day prescribed.

- **Fifth Disease (Slapped Cheek Syndrome).**

This viral illness causes a characteristic rash on the face (hence its alternative name of Slapped Cheek Syndrome) body and epidermis occur, mainly in young children, every three or four years. It causes few or no other symptoms in children. Adults may experience joint pains.

Pregnant women should seek medical advice if they have an illness with a rash or if the children they are looking after have Fifth Disease. They should avoid further exposure to such children until they have received medical advice.

- **Hand, foot and Mouth.**

*Incubation period 3 -5 days.*

This is a viral illness which causes small blisters inside the mouth and on the hands and feet. There is no connection with the virus causing animal Foot and Mouth disease. Exclude while ill or feverish and until all blisters have gone.

- **Hepatitis A.**

*Incubation period 15 – 50 days.*

Children are infectious for one to three weeks before jaundice appears and for a few days after. Exclude while children are ill.

- **Hepatitis B.**

*Incubation period 45 – 180 days (average 60 – 90).*

This type of hepatitis is transferred from person to person by blood products from a case or carrier infecting another person via injections or abrasions, etc.

- **Impetigo.**

The child must be excluded until given 24 hours treatment. Lesions should be covered if possible.

- **Infectious Diarrhoea and Sickness.**

*Incubation period 1 – 3 days.*

There are often small outbreaks of gastro-intestinal upsets in schools/nurseries. These are usually due to viruses which are highly infectious and we treat these infections very seriously as we try to eliminate the spread of infection throughout the Nursery extremely quickly. Attention to personal hygiene may help to control the outbreak. Therefore, as a result, the child **must** remain away from Nursery for 24 hours after last loose bowel movement or 24 hours after the last bout of vomiting and ensuring the child is eating and passing food normally.

- **Influenza.**

*Incubation period 1 – 3 days.*

Children are infectious for 3 – 4 days after onset. There is no need to exclude except while ill or feverish.

- **Measles.**

*Incubation period 8 – 13 days.*

Vaccination offered to all pre-school children as MMR vaccine. Measles is therefore now very uncommon in school age children.

Children are very infectious just before the rash appears and for 4 days after. They should be excluded for the period of 4 days from the appearance of the rash.

- **Meningitis.**

If one case of meningitis (whether viral or bacterial) occurs in your school/nursery, control measures are not normally necessary. A letter to parents with the leaflet “About Meningitis” may be helpful. Children who have had a case of meningitis in the family should be allowed to attend nursery normally, even if they have been given antibiotics as a precaution.

- **Mumps.**

*Incubation period around 14 – 21 days.*

Vaccination offered to all pre-school children as MMR vaccine.

Children are infectious for one week before the swelling starts and until one week afterwards. They need to be kept off nursery for 1 week after infection has begun.

- **Pediculosis (Head Lice).**

Ensure that the condition is treated. Follow current Health Authority Policy.

- **Ringworm.**

If the disease affects the scalp, the child must be excluded from Nursery until treatment has started.

- **Rubella (German Measles).**

*Incubation period 14 – 23 days.*

Vaccination currently offered to all pre-school children as MMR vaccine. Rubella is therefore very uncommon in school age children. Women teachers of child bearing age have a high risk of catching Rubella if they are not immune and should contact their GP if immunity is unknown.

- **Scabies.**

Ensure that the condition is treated.

- **Threadworm.**

No exclusion. Ensure the condition is treated.

- **Verrucae and Warts.**

Normal activity. No exclusion from P.E., swimming or barefoot activities.

- **Whooping Cough (Pertussis).**

*Incubation period 7 – 10 days.*

Vaccination offered to all pre-school children.

Children are very infectious in the first week of coughing and less so subsequently. Exclusion should be for a period of at least 14 days from the onset of the characteristic paroxysmal cough. Children can return after this time when clinically recovered, they may often continue to whoop for long after they cease to be infectious.