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**CHAPEL ROAD COMMUNITY PLAYGROUP**

***Policies and Procedures***

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***Policies and Procedures***

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**Absence of Leader Policy**

**Principle**

The Playgroup is open 9.00am - 12pm Monday to Friday and will operate with a Leader on duty at all times.

**Statement of Intent**

A stepping up arrangement will take place in the event of the Playgroup Leader being absent.

**Procedure**

* If the Leader is unable to attend work due to illness/ unforeseen circumstances she will contact the Deputy Leader and the Chairperson as early as possible.
* The Deputy Leader will assume role of Leader and contact a volunteer/banking staff who is vetted to ensure ratios are maintained at all times.
* In the event of no additional adult support parents will be notified as soon as possible via the webpage, Facebook or by phone call. The first 16 children arriving will be allowed to stay. Any additional children will be unable to attend.
* If the Leader is going to be off long term the Management Committee will liaise with the Deputy Leader and Social Services in regard to pay, hours etc.

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**Accident – Prevention, Reporting, Recording & Notification Policy**

**Principle**

Chapel Road Community Playgroup is committed to providing a safe and secure environment for all children.

**Statement of Intent**

* The physical safety of all children is one of the most important responsibilities for staff.
* Children are never left unattended.
* Accidents and incidents can be very distressing to anyone involved so at Chapel Road Community Playgroup we will ensure;

**Procedure**

* A Risk Assessment Register is in place to highlight possible risks through the entire setting.
* Control measures are clearly implemented to prevent accidents occurring. This also includes
  + outdoor play areas.
* A risk assessment is carried out prior to short walks and outings.
* In the event of an accident the child’s needs are paramount. The staff member will reassure the
  + child offering plenty of comfort and care.
* Staff who witness the accident are responsible for recording it on a child’s accident form.
* Staff will document the child’s name, date, where the accident happened, the nature of the
  + accident, the injury sustained and the treatment that was given. The member of staff must
  + clearly write his/her name and sign and date it. If another member of staff witnessed the
  + accident they too must sign the form.
* The parents will be given an account of the accident and asked to sign the record when they
  + collect their child.
* Staff will adhere to their confidentiality policy and must not disclose any other information
  + regarding another child to parents.
* All accident’s will be monitored to check if there are any re-occurrences and adjustments made
  + accordingly.
* Where medical attention is required the Playgroup Leader will notify the parent/carer as soon as
  + possible whilst the key worker cares for the child appropriately.
* If a child should require hospital treatment the key worker and/or Leader will accompany the
  + child to hospital whilst every effort will be made by the Playgroup to inform the parents/carers.

Any Other Accidents/Incidents (Staff/Visitors/Outside personnel).

* All other Accidents /Incidents involving persons other than the children in the Playgroup will be recorded in an Accident/Incident Book.
* This Book is kept in the office.

**Prevention of Accidents**

We will endeavor to provide a safe and secure environment throughout by;

* Controlled Access into the Playgroup
* Outdoor play areas securely fenced
* Controlled access into Kitchen areas.
* Safe toys and materials.
* Appropriate use of equipment.
* Spillages wiped immediately
* Window closures fitted.
* Fire Exits kept clear.
* All dangerous substances are kept out of reach of children.
* The layout of the room will be safe for the children to move freely.

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**Additional Needs Policies**

**Principles**

It is our policy to make Chapel Road Community Playgroup genuinely accessible to children and families from all sections of the local community.

*In line with Education (NI) Order 1996 – Code of Practice on the Identification and Assessment of Special Educational Needs (published by DENI).*

**Policy**

The Playgroup will include all children in the admission process, including those with special needs. If the child requires one to one support the staff will try to access funding. If funding is not available the Playgroup may have to review the admission of the child.

* To provide education to children with differing needs and requirements, (whether it is “short-term” needs, or more long-term educational needs) within our playgroup setting.
* To fully integrate, all the children in the ‘working’ playgroup environment.
* To work closely in partnership with parents, social services and other professional bodies, to ensure we can meet these needs, with the facilities, staff and equipment available at the playgroup.
* To monitor and record children’s progress and development through the record-keeping system, and thus aim to identify individual needs.
* To assess and monitor these needs and how they are being met, working alongside parents and, if required, professional/support bodies.
* To ensure that there is a range of equipment and resources accessible at the playgroup to meet these individual needs.

**Procedures**

Ensuring that staff are informed and thus confident in their ability to meet these individual needs through:-

* Working partnership with the child’s parents/carers
* Communication and support from outside professional bodies where appropriate (e.g. social workers, health visitor, integrated play-therapist, child psychologist, educational psychologist).
* Training courses or workshops.
* Through observation and records in the playgroup setting, use these to,
* Meet the immediate needs of the child
* To plan activities/situations that will encourage development and progression.
* Staff will use Individual Education Plans to support the child and meet their needs. These will be shared with parents/carers and other relevant outside professionals, if applicable.
* Regularly assessing our range of equipment and resources to meet differing needs and to strive to enhance existing provision.
* Ensuring that the equipment and facilities are accessible to all the children
* Adapting activities/layouts for individuals where necessary.

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**Admissions Policy**

**Principle**

Chapel Road Community Playgroup is open to every family in the community irrespective of their religion, political background, race, culture, disability, linguistic needs, sexual orientations, gender or age.

**Statement of Intent**

Chapel Road Community Playgroup will ensure the Playgroup is genuinely accessible to children and families from all sections of the community

**Procedure**

* After the application closing date of 12 noon on 30 January 2020 pre-schools will commence consideration of applications within a 2 stage process;
  + - **Stage 1 –**Consideration of target age applications (children in their final pre-school year)
    - **Stage 2 -**Consideration of target age children unplaced at close of Stage 1, underage applications, applications from children living in Republic of Ireland, target age applications received after 12 noon on 7 February 2020 and new target applications received in Stage 2.
* The online application for admission to Pre-School in September 2020 has now closed.
* A late application must be made on paper - forms are available [**here**](https://www.eani.org.uk/publications/pre-school-application-form) or from any pre-school provider.
* You can submit a late application at any time but only those received by 12.00 noon on 7 February 2020 will be processed during the Pre-School (Stage 1) admissions procedure.
* Late applications received after this date will not be considered until the Stage 1 admissions procedure has ended on 28 April 2020.
* Before you submit your application it is important that you read the admissions criteria of the schools you are interested in sending your child to.
* When completing the application you will need to make sure you include all the relevant information about how your child meets the criteria, as this is what schools will use when applying criteria and making decisions on which children will be offered places.

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**Arrival and Collections Policy**

**Principle**

We will provide an inviting atmosphere and caring environment for everyone at all times. To ensure children are safeguarded provisions are drawn up and implemented to uphold our duty of quality care.

**Statement of Intent**

Chapel Road Community Playgroup will ensure a smooth handover from parent to staff in the drop off of their children and from staff to parent at collection time.

**Procedure**

* Children must be accompanied to and from the Playgroup at all times by an adult / persons over the age of 18 years old.
* Only parents/carers and their nominated emergency contacts are authorised to enter the Playgroup.
* Parents must notify the Playgroup of any un-authorised person collecting their child, giving a brief visual description. Photographic ID must be produced on arrival.
* If any Court or other relevant Orders regarding a child within the Playgroup are in force this should be brought discretely to the attention of the Management. A copy of any relevant order will be lodged in a secure file at the Playgroup.
* To ensure a good hand over at arrival parents will share as much information as possible on the child’s well being.
* Parents must inform the Playgroup if their child will not be in on a particular day, e.g. due to sickness or holidays.

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**Children’s Uniform / Clothing Policy**

Chapel Road Community Playgroup has a children’s uniform consisting of a white polo-shirt and blue sweatshirt.

* All items of clothing and personal equipment should be labelled with the child’s name.
* Please dress your child in comfortable clothes for example track-suits, leggings etc.
* Children will be involved in messy activities therefore we are not held responsible for items of clothing being ruined.
* Parents are requested to provide a change of clothing to be kept in the Playgroup in the event of minor mishaps.
* Please ensure that, children come each day with footwear that is suitable for both indoor/outdoor play.
* Wellington boots should be provided at the start of the school year and labelled with your child’s name. These wellies should remain in school through the school term.
* On the ‘occasion’ of hot weather please provide sun cream and sun hats.
* All personal items should be clearly labelled with your child’s name.

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**Complaints Policy**

**Principles**

In accordance with our policy statement and working in partnership with parents we will strive to overcome any complaint that a parent may have as efficiently as possible.

**Statement of Intent**

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that you may have by following our complaints procedure as outlined below:

**Procedure**

* Complaint Forms are readily available from the leader.
* If parents/guardians do not wish to initially discuss a complaint/concern with the leader they can use our post box located outside the playgroup door.
* If any parent should have cause for concern or any queries regarding the care provided by an individual staff member they should contact the Playgroup Leader immediately.
* If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then these concerns must be presented in writing to the Playgroup Leader. The Leader will then investigate the complaint and report back to the parent within three working days.  This will be fully documented in the complaints log book and will detail the nature of the complaint and any actions arising from it. (Most complaints will be resolved informally at stage 1 or 2.)
  + Stage 1 –
  + Stage 2 -
* If the matter is still not resolved a formal meeting should be held between the Leader, parent and the senior staff member to ensure that it is dealt with comprehensively.  A record of the meeting will be made along with documented actions.  All parties present at the meeting will review the accuracy of the record, sign in agreement and receive a copy, agree on time limit for resolving and responding to issue, which will signify the conclusion of the procedure.
* A record of complaints will be kept in the Playgroup. Parents will be able to access this record if they wish to do so, however all personal details relating to any complaint will be stored confidentially and will be only accessible by relevant parties involved.

**Outcome**

Complainants are asked to read, sign and date the recorded outcome of any complaint, indicating whether or not they are satisfied with the steps taken to resolve the matter. Where complainants remain dissatisfied we will ensure they are advised of other channels available to pursue the complaint. Information gathered or obtained from complaints will be used to improve the quality of service provided by the Playgroup.

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**Confidentiality Policy**

**Principle**

The relationship between Chapel Road Community Playgroup and all families that attend our setting is dependent on mutual respect and trust.

**Statement of Intent**

All staff/ students and volunteers at Chapel Road Community Playgroup will ensure all confidential information provided is maintained, safeguarded and protected at all times.

Systems and Procedures for Securing Confidentiality include:

* All records on Personal information about children, family and staff is kept securely in a lockable file. Whilst remaining as accessible as possible, will be kept in the office in a locked cabinet. Staff access to these records is controlled on a “need to know” basis.
* Parents have ready access to the files and records of their own children but do not have access to information about any other child. All archived information will be securely stored for the recommended specified time. i.e. Registration Form, Child Protection Reports and Accident/Incident forms.
* Staff must not discuss any work related issue outside the setting with anyone including family members and friends.
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning/safeguarding.
* Staff must be mindful of private conversations discussed in front of children.
* We have clear policies on the use of mobile phones in the setting which prohibits their use by staff, visitors or parents.
* We have clear policies which prohibits staff, students or volunteers discussing work related issues, children and families on any social networking site.
* Staff should be mindful against people seeking information by deception. What is entrusted to you in confidence is strictly between you as the staff member, the family and Leader and no one else.
* Sensitive data should never be left unattended in rooms such as parents contact details, diaries or sensitive children’s records.

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**Data Protection Policy**

**Principle**

In order to work effectively, Chapel Road Community Playgroup needs to gather and process relevant information (data) about our staff, children, parents / carers, professionals and others (data subjects) involved in the day-to –day running of the Playgroup.

**Statement of Intent**

Chapel Road Community Playgroup will endeavour to ensure all employees, job applicants, parents / carers, children, professionals and others know what information is held, how it is used, and whom it will be disclosed to.

**Procedure**

* Data Protection Officer is Miss Blee.
* Chapel Road Community Playgroup will ensure all staff are adequately informed of their data protection obligations.
* Chapel Road Community Playgroup will ensure that adequate organisational and security measures are put in place to protect the information.
* Confidential paper based information such as addresses and telephone numbers are kept in the Playgroup office which is locked at the end of every day.
* Computers holding personal information are password protected staff do not share passwords and individuals have their own log in facility. Users ‘log out’ when the computer is left unattended.
* Up to date virus protection software is installed on all administration computers.
* Staff ARE NOT permitted to store children’s personal information on USB memory sticks, mobile phones or any other personal electronic device.
* The Playgroup will ensure that records are not kept any longer than they are required and all records will be destroyed in a confidential manner.
* With the help of staff and parents /carers the Playgroup will ensure that personal records are accurate and up to date.
* The Playgroup will ensure all staff and parents/carers are made aware of this policy.

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**Equal Opportunities Policy**

**Principle**

Chapel Road Community Playgroup is fully committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

**Statement of Intent**

The Equal opportunity policy applies to all people whether using or working within the Playgroup. We take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual whether they be a child or adult. Discrimination on the grounds of sex, age, race, religion, colour, creed, marital status, ethnic or national origin, or political belief, has no place within our Playgroup.

**Procedure**

* In order to promote equality and diversity we will;
* Ensure all parents are made aware of our Equal Opportunity policy.
* Offer equality and choice for all
* Advertise the Playgroup Widely
* Reflect the diversity of members of our society in our public and promotional materials
* Ensure our admissions policy promotes equality for all children and families.
* Not discriminate against a family or prevent entry to our Playgroup on any grounds.
* Provide opportunities for parents/ carers to contribute to their child’s care and education.
* Medical, cultural and dietary needs will be met.

We aim to help children to develop positive attitudes about themselves and other people. We will do this by:

* Listening to children to ensure each child feels included, safe, valued and respected.
* Ensuring that all children have equal access to activities, resources and learning opportunities.
* Making appropriate activities to ensure each child receives the widest possible opportunity to

develop their skills and abilities and recognise different learning styles.

* Providing play materials, resources and activities that demonstrates diversity of background and

ability, and help to develop positive attitudes to differences of race, culture, language, gender

and ability.

* Promoting children’s awareness of their own culture and beliefs and those of other people.
* Working in Partnership with key professionals to ensure that individuals with additional needs

can participate fully in all aspects of the Playgroup.

* Avoiding stereotypical images in equipment, resources and activities.
* Using positive non-discriminatory language with all children.
* Valuing the home background of all children.

**Staff Training**

⦁ Staff/students and volunteers will be encouraged to attend training opportunities to support their awareness and understanding of equality and diversity.

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**Health and Safety Policy**

**Principle**

Article 24 U.N. Convention on the rights of the child states that:

*“Children have the right to be as healthy as possible, live and play in a safe healthy unpolluted environment and benefit from preventive health care and education”*

Learning about health is an important area of learning. If good health habits are developed early they are likely to be continued throughout life. Chapel Road Community Playgroup is registered safe with Environmental Heath for both Food Safety and Health and Safety

**Statement of Intent**

To provide the children with a Healthy, Safe and Stimulating Environment in which to work and play.

**Food**

The Playgroup is registered with Environmental Health Department.

Staff will ensure:

* A list of children specific requirements on the notice board.
* Children are supervised during snack times. Adult/ staff ratios adhered to at all times.
* All staff and children wash their hands after using the toilet and before and after eating.
* Children do not have access to the kitchen area.
* Parents are asked to detail their child’s individual allergy requirements or any additional

information on the Registration Form.

* The Leader will carry out a Risk Assessment with the parent in order to meet the child’s need

prior to the child starting the Playgroup and Information will be shared with all Staff.

**First Aid**

Statement: To ensure staff can deal with minor incidents

* At least 50% of staff have up to date First Aid Training
* Parents/carers will have given written consent for staff to administer minor first aid
* A written record will be kept of any treatment administered & signed by both staff and parent/carer
* A First Aid Box is kept in a secure place and is known to all staff. The contents meets the requirements of The Minimum Standards

**Indoors**

* Staff / child ratios will be adhered to at all times.
* The layout of all rooms will be safe for the children to move freely from area to area.
* All rooms are bright and well ventilated, providing the children with a safe stimulating

environment.

* The indoor environment is safe, clean and well maintained.
* Dressing up clothes, blankets and aprons will be washed regularly.
* The art/sand/water areas will be kept clean with spillage being wiped up immediately in order to prevent accidents.
* All covered bins will be emptied daily.
* All potentially dangerous products including cleaning materials and medicines will be stored
* out of children’s reach, in a locked cupboard.

**Outdoors**

* Outside play area is securely fenced
* Gates leading to the outdoor area are properly secure at all times.
* Bolts and catches and other security devices will be checked regularly to ensure they are

working correctly.

* Outdoor equipment is inspected before use.

**Outings and Transport**

* Walks will be previously risk assessed by a member of staff and possible hazards will be identified.

**Fire safety**

Chapel Road Community Playgroup is committed to ensuring that proper safety procedures are in place in the event of a fire or evacuation. We aim to ensure the safe evacuation of all children, staff, parents and visitors in the event of a fire or any other type of emergency.

**Procedure**

* Within the Playgroup there are appointed fire safety wardens whose responsibilities include the safe evacuation of children and staff.
* Fire alarm is tested weekly, including Smoke detectors and Break glasses.
* All staff will be trained on fire drill procedures and these will be clearly displayed.
* Regular practices will take place, changing the day so that each child gets regular practice and gains confidence and knowledge of good fire safety habits.
* The fire bell will be sounded prior to the drill so as not to frighten any new children.
* With the children we will discuss the reasons for fire safety and smoke alarms.

**Fire Drill**

1. On discovering a fire, sound the fire alarm and dial 999 and ask for the Fire Service. Alarm points are clearly marked throughout the building.
2. Each member of staff is to be responsible for all the children in the room.
3. Staff will lead the children to the Designated Assembly Point.
4. This will be done in a quiet and calm manner.
5. Staff are responsible for checking all the areas e.g. children’s toilets and making sure doors are closed behind them. The Leader is responsible for all other areas e.g. kitchen, toilets, offices etc.
6. Leader takes the children’s emergency contact details and register to the assembly point to ensure everyone is accounted for.
7. Do not re-enter building. Wait for emergency services.

**Equipment**

* Equipment, furniture and fittings are maintained and checked on a regular basis for any damage. If an item is considered unsafe it should be removed.
* Equipment and materials will be washed regularly.

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**Healthy Eating Policy**

**Principle**

We will provide fresh nutritious food which is prepared daily on the premises.

**Statement of Intent**

We will promote healthy eating snacks per day which will be nutritious, varied and well balanced. These will be served to the children at child sized tables/ chairs or high chairs maintaining adult/child ratios at all times.

**Procedure**

* Staff will use snack times to help promote children to develop independence through making choices, serving food and drink and feeding themselves. This will be age appropriate.
* Staff will support children to make healthy choices and understand the need for healthy eating.
* Fruit drinks, chocolate, crisps and sweets are not allowed to be included in the children’s diet while in the Playgroup except on celebratory occasions, e.g. birthdays, Christmas, etc.
* Children who are slow eaters will be given time and not rushed.
* We will promote positive attitudes to healthy eating through play opportunities and discussions.

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**Infection Control Policy**

**Principle**

Chapel Road Community Playgroup is committed to limiting the spread of infection and will ensure that good hygienic practices are the norm in the Playgroup’s daily routine. We adhere to the Western Health and Social Care Trust Infection and Control Guidelines. Our Policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents/carers, if a child becomes ill at the Playgroup.

**Statement of Intent**

Infection Control is high on the agenda within the Playgroup, so the following procedures are in place to minimize the spread of infection.

**Premises**

* Hand washing is an important method of controlling the spread of infections. .
* If non disposable cloths are used these will be machine washed at the end of each day.
* Staff Sickness
* All staff who present with vomiting and/or diarrhea will be excluded from the Playgroup until they are free from symptoms for a period of 48 hours.
* Staff with infected wounds or skin infections on exposed parts of their body should be similarly excluded until the lesions have healed or they have been advised by their GP that it is safe for them to return to work.
* Staff who have coughs and colds must exercise good cough etiquette including good hand hygiene.

**Exclusion of Children**

* Any child that is unwell should not attend the Playgroup.
* If a child becomes unwell during the day the parent/ carer will be contacted and asked to collect the child. This is to minimise the spread of infection in the Playgroup.
* Any illnesses within the Playgroup will be displayed on the parent’s notice board/Facebook page.
* Should a child become severely ill medical assistance will be sought and the parent/ carer informed.
* It is important that mothers and staff who are pregnant are made aware of the following, Chicken Pox, Measles, Rubella and Slapped Cheek Syndrome.
* If your child has been prescribed an antibiotic medication they may not be admitted / re-admitted to the Playgroup for a period of 24 hours.

**Equipment**

* Toys and equipment will be washed and/or disinfected regularly.
* Toys will be disinfected after any contact with any infectious child.
* Hands should be washed with soap and water before and after playing with sand/ water and play dough.
* Children will not be permitted to take toys into toilet area.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Intimate Personal Care Policy**

**Principle**

At Chapel Road Community Playgroup we aim to ensure that personal care tasks are carried out in a caring and hygienic manner.

**Statement of Intent**

* Children will be treated as individual and their personal care needs will be met and respected.
* We work in partnership with the parents to establish their child’s individual needs and requests.
* Accidents do occur, these will be dealt with in a professional manner.
* Parents will be informed of their child’s progress daily and any concerns can be discussed. .

**Change of Clothing**

* Change of clothing is required to allow for play activities, outdoor play or any other personal care needs.
* Parents will provide written permission to carry out all their child’s individual personal care needs.
* On registration all parents will be notified that their child must bring in a change of clothes. It is also noted that the clothes must be named.
* A child will never be left on their own to get changed.
* If a child requires assistance it will be provided in a sensitive way in full view of other staff members.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Key Worker System Policy**

**Principle**

The Key Worker system allows our staff to develop a deeper knowledge of a small group of children and focus specifically on them and their needs.

**Statement of Intent**

Chapel Road Community Playgroup’s key worker system will help the child become integrated into the life of the Playgroup, ensuring they know and understand any rules and feel comfortable with the staff, other children, routines and activities.

**Procedure**

* Each Key Worker will have a group of children assigned to them.
* The Key Worker will talk with parents/carers to learn about the particular needs of each child and his / her family. This will include any additional needs, medical and dietary requirements and special words, early language and routines.
* They will build up a relationship with the child and will be there to comfort and reassure them if necessary.
* They will be aware of and sensitive to any changes in the child’s circumstances which may affect his or her needs.
* Although children in the Playgroup get to know their key worker very well, they will also develop relationships with all the staff.
* The Key Worker observes the child and plans activities around the information gained. This ensures that the child’s developmental needs are met.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Lost Child Policy**

**Principle**

Chapel Road Community Playgroup recognises it has a responsibility to keep children safe and out of danger.

**Procedure**

In the unlikely event of a child going missing from the Playgroup, the following procedure will be implemented immediately.

* The Playgroup Leader will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the Playgroup, followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
* The Leader will carry out a second search of the area.
* If the child has still not been accounted for, the Leader will contact the police
* The Leader will also contact the parents / carers of the missing child
* During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the Playgroup.
* The Leader will meet the police and parents / carers.
* The Leader will then await instructions from the police.
* Any incidents must be recorded in writing.
* Social Services must be contacted and informed of any incidents
* With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.
* A full investigation by the Leader and a written outcome will be made available to parents and relevant agencies.

**When a Child is Found**

Chapel Road Community Playgroup understands that during the time a child is missing, however briefly, all the adults involved, parents and other suffer great fear, guilt and distress. It is not always easy to control these emotions when the child is found. It is important for all involved to remember the following:

* The child may also be in distress and need of comfort.
* The child may be completely unaware that they were “missing”.
* That the incident provides good opportunity to talk to the other children to ensure that they must not leave the premises and why.
* The Playgroup will review its systems and procedures after the event.
* Any employee involved in the incident may be subject to disciplinary procedures.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Maintenance and Replacement of Play Equipment**

**Principle**

Chapel Road Community Playgroup will only use child safe play equipment.

**Statement of Intent**

Only age appropriate toys are used in the Playgroup. A high standard of toys are maintained. All toys will be regularly steamed cleaned.

**Procedure**

Toys

* At the end of each day all toys and equipment are checked for defects.
* Any broken, torn, rusty or dirty toys beyond cleaning discovered during the day will be removed and put out of children’s reach and recorded on a Broken Toy Playgroup Record.
* If the toy can be fixed it will be removed and it will be up to the Leader to get it repaired.

Equipment

* Any defected equipment MUST be reported to the Leader as soon as it is noticed.
* Fixable equipment will be repaired immediately.
* If it is not possible to fix immediately, the equipment will be removed from the room.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Managing Children’s Behaviour – including Bullying Policy**

**Principle**

We are committed to support and promote every child’s personal, social and emotional needs and where there are clear developmentally appropriate expectations for their behaviour.

**Statement of Intent**

We aim to encourage children to respect themselves, each other and their belongings and to make them aware that it is his/her behaviour that is unacceptable and not the child themselves. Physical punishments (including smacking, slapping or shaking will never be used and no form of physical restraint will be used unless the child is in danger of seriously hurting themselves or others.

**Procedure**

* Adult/ Child ratio (1:8) maintained at all times.
* All staff will be required to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
* To promote positive behaviour the Playgroup will provide; toys that are stimulating and age appropriate and rotated frequently. Routines will be flexible and child centred and room layouts will be child friendly and frequently reviewed.
* If a disagreement occurs between two children we will allow the children to ‘problem solve’ for themselves before a staff member interacts. If it is observed that either child may come to physical harm, staff will intervene immediately.
* Staff will intervene using age, developmentally appropriate methods e.g. younger children by distraction and older children by talking to them to gain a full story of how the disagreement came about.
* If the behaviour continues the key worker will observe the child to see if there is a trigger for their unacceptable behaviour and will discuss the problem with the Leader. The Leader and key worker will work in partnership with the parents /carers to find a solution and develop an agreed support plan.
* Parents are also encouraged to discuss with the staff any concerns they have with regard to unacceptable behaviour.
* We discourage negative behaviour and encourage positive behaviour at all times.
* Behaviours considered to be unacceptable are:-
* Physical – including biting, hitting, punching, pinching, scratching, kicking and pushing
* Verbal – including racist or sexist remarks and name calling
* Bullying – defined as persistent name calling, minor harassment (such as taking things, toys etc., away from someone) and more major incidents involving physical violence or a group of children picking on one child
* Spitting
* Screaming, shouting, running inside the Playgroup building

**Bullying**

Very young children are 'egocentric' which means that they put their own feelings before others, and even the most considerate child will have the occasional outburst due to frustration, anger or over exuberance. We acknowledge that this is a developmental area that needs to be nurtured and supported and that very young children do not intentionally wish to cause hurt.

* Will support the play to find alternative solutions.
* We will offer support for all kinds of inappropriate behaviour to all parents involved and discuss and resolve the issues through play, strategies and circle time activities.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Management of Media Policy**

**Principle**

Chapel Road Community Playgroup ensures the safety and appropriate use of still images and recorded images.

**Statement of Intent**

If a parent has requested no images to be taken of their child, staff will ensure that the child does not feel excluded e.g. festival celebrations.

**Procedure**

Cameras

* No photographs will be taken whilst a child is having personal needs met.
* Written parental permission should always be sought to take still and moving images (refer to parents consent form) including outings.
* Written parental permission should be sought at least once a year or if records are being updated, whichever is sooner.
* Authorised Playgroup cameras can only be used to take images and not personal cameras.
* The camera must only be used in playrooms, outdoor area and the entrance.

E- Mails

E-mails should only be sent using the setting’s email address and for the use of official business only. Personal emailing is prohibited.

Mobile Phones

* Staff must adhere to the following:
* Mobile phones are not to be turned on during working hours.
* Mobile phones can only be used on a designated break and then must be away from children.
* Staff may give out the Playgroup phone number to be used in case of an emergency.
* Mobile phones should be stored in designated lockers at all times during working hours.
* No photographs should be taken of the children on any phones, either personal or Playgroup-owned.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
* Parents or visitors are not permitted to take photographs on their mobile phones within the Playgroup grounds.

Social Networking

Staff members are not allowed to use any social networking sites during working hours. Failure to comply with the above is an invasion of privacy and may infringe the Confidentiality Policy. The following Guidelines apply:

* Staff must not publicly mention any of the children from the Playgroup on their online profiles;
* Staff must avoid writing indirect suggestive comments about the Playgroup on their social networking sites e.g. “I’ve had a bad day at work”.
* Staff must not publish photos of the children on their online profiles.
* Staff must not take photos of other staff / parents in the Playgroup and publish them on their online profiles.
* Staff must not publicly write anything about other staff members / parents on their social networking sites.
* Staff must not mention any of the companies that the Playgroup works with on their social networking site.
* In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the Playgroup unless they know them in a personal capacity.
* Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this Policy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Management of Medicines Policy**

**Principle**

Chapel Road Community Playgroup believes all children have a right to be cared for in a safe and healthy environment.

**Statement of Intent**

All medications will be administered safely and appropriately to all children.

**Procedure**

* Leader, Deputy Leader and Playgroup Assistants are responsible for administering any medicine requested by parents.
* Two members of staff are present at all times.
* Prescribed medicines will not be accepted without complete written and signed instructions from the parents/doctors
* The child’s personal medication record is consulted to identify the medicine
* The medicine pack is checked to confirm it is labelled with the child’s name, dosage instructions and to ensure the expiry date has not passed.
* Medicine doses are prepared immediately prior to their administration from the container in which they are dispensed by two members of staff
* The correct dose is identified and appropriately administered at the specified times, according to the prescriber or manufacturer’s instructions which should be clearly visible on the medication label.
* When the medicine is administered the medication record is immediately updated with details of the time, dose given, names and signatures of staff involved.
* Any refusal of medication by the child is recorded and reported to the parent; and
* Parents are informed daily of the medicines that have been administered to their child and asked to sign the medicine form to acknowledge the entry.

Each item of medication must be delivered to the Playgroup in normal circumstances by the parent, in a secure and labelled container as originally dispensed or purchased. Each item of medication must be clearly labelled with the following information.

* Child’s Full Name
* Name of Medication
* Dosage
* Frequency of Administration
* Date of Dispensing
* Storage Requirements (If Important)
* Expiry date

Items of medication in unlabeled containers will not be accepted.

* All medicines are stored securely in a locked container which is inaccessible to children and in accordance with the manufacturer’s instructions. This could necessitate storage in a refrigerator.
* A child’s medicine form is maintained for each child which parents will view and sign.
* Medicines which have been prescribed by a GP or other authorised prescriber are only administered to the child for whom they are prescribed and in accordance with the prescriber’s instruction; and
* It is the responsibility of the parent to notify the Playgroup if the child’s need for medicine has ceased.
* Staff will never dispose of any medicine. Date expired medicines will be returned to parents.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Management of Risks Associated with the Care of Individuals Services Users Policy**

**Principle**

Chapel Road Community Playgroup is required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. We are committed to ensuring a healthy, safe and secure environment.

**Statement of Intent**

Chapel Road Community Playgroup will seek to proactively identify and manage risks within its day to day activities. The need to identiy risks both on a clinical basis and operational basis is paramount in safeguarding the health and well-being of children, staff, and other users.

**Procedure**

* Risk Assessments are carried out both inside and outside the Playgroup, on a daily and annual basis, or whenever necessary.
* Following an accident or incident, or if circumstances change a new risk assessment will be carried out in that area.
* All staff are required to be vigilant throughout the Playgroup day, ensuring that the Playgroup is safe and secure for children, staff, and all visitors. If any risks are identified they must be dealt with instantly and reported to the Playgroup Leader.
* Actions plans will be drawn up stating action required / taken and the time scale required for completion.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Managing Staff Emergencies Policy**

**Principle**

Chapel Road Community Playgroup have a responsibility to protect the health and safety of each individual at all times.

**Statement of Intent**

This is important not only for children, families and staff /carers, but relates to every person who enters the premises.

An emergency is an unplanned, sudden or unexpected event that requires immediate action to prevent harm, injury or illness to persons or damage to the Playgroups environment.

**Procedure**

Staff shortages

If due to unforeseen circumstances Chapel Road Community Playgroup have a staff shortage situation and we are not meeting our child: adult ratios, parents will be notified and will be asked to collect their child/children in an emergency situation.

Accidents/Incidents

All Accidents/Incidents must be recorded and documented as follows;

* Child related accidents/incidents- Individual forms

In an Emergency

* If the child requires hospital admission Dial 999 or 112 and take all relevant medical information to accompany the child. Remain with child until parent / carer arrives
* Notify Parents immediately.
* If the parents are not available, the emergency contact person should be informed.

In the case of a Fire

Please refer to our Fire and Evacuation Policy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Observations, Assessments and Planning**

**Principle**

We carry out Observations, Assessments and Planning to ensure every child receives high quality care, play and learning experiences, their individual needs are met, growth and development is stimulated and the welfare of the child is paramount.

**Statement of Intent**

Chapel Road Community Playgroup will ensure key areas of care, learning and development are observed, documented and reflected in future plans. This is the cycle of planning.

**Key Areas of Development**

Under 3’s will be observed in the following 4 key areas.

• Practical Life Skills, which focuses on children’s personal, social and emotional progress.

• Motor Skills, which focuses on children’s physical development.

• Cognitive Skills/ Early Mathematical Concepts

• Early Language skills.

Over 3’s will be observed in the following 6 areas

• Practical Life skills/Personal, Social and Emotional,

• Motor Skills, which focuses on children’s physical development.

• Language

• The Arts and Culture,

• Early Mathematical Experiences

• The World Around Us.

Procedures

* We carry out Short Term Plans, Medium Term Plans and Long Term Plans.
* Short Term Plans are Weekly Plans, led by observations. These observations determine the basis of our Medium Term Plan and outline activities and play experiences that will further challenge and stimulate children’s progress.
* Medium Term Planning is developed on a main focus, or interest in which shows the objectives in all the areas of development. This main focus will usually last between 4 and 6 weeks but depends on the children's interest. There may also be more emphasis on a particular development area depending on progress, so it is important to observe the children and pick up their interests.
* Long Term Plans are children’s age appropriate developmental goals and milestones that we aim to support. The long term goals will be reflected in our observations, assessments and evaluations.
* Staff meetings are integral to our cycle of planning.
* Key workers will observe, assess and evaluate their assigned children and ensure their observations are reflected in all plans.
* All Staff will liaise with Leader. This is an opportunity to further develop the implementation of observations, planning and evaluations successfully.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Personal Emergency Evacuation Plan (PEEP’s) Policy**

**Principle**

Chapel Road Community Playgroup recognises its duty under the Disability Discrimination Act 1995 (DDA) and, The Fire and Rescue Services NI Order 2006 and The Fire Safety Regulation NI 2010 requires employers or organisations providing services to the public, take responsibility for all people, including disabled people evacuating buildings safely.

**Statement of Intent**

A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that an individual’s physical or mental abilities or other circumstances do not prevent this from happening. We will generate a PEEP all staff/ children/parents/visitors with an Additional Need that may affect their ability to respond to an emergency. The PEEP shall set out the adjustments necessary for maintaining their personal safety.

**Procedures**

Children with Additional Needs

* Parents will declare their child’s additional needs on their Registration Form.
* The Leader will discuss this information provided with the Parents/Carers to identify any specific individual’s needs which may affect the child’s ability to evacuate the building in the event of an emergency.
* The Leader will then develop an individual PEEP Plan specific to the child’s needs.

Children with a Temporary Disability i.e. Broken Limb

* Leader will develop a PEEP Plan in accordance with the child’s individual needs and requirements and this will be discussed with their Parents/Carers/Staff/Parents/Visitors

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Play Policy**

**Principle**

Chapel Road Community Playgroup understands and values the importance of play in the holistic development as they learn about the world in which they live.

**Statement of Intent**

We aims to provide a safe and secure environment. Opportunities will be made for the children to make choices for themselves and to experience spontaneous and unplanned activities

**Procedure**

* Our staff/child ratio will be adhered too at all times
* All play activities will be child led and implemented in short, medium and long term plans.
* Rules and use of equipment is discussed with children.
* Provide children opportunities to develop their large and small motor skills.
* Ensure children enjoy indoor and outdoor energetic activities and the feeling of well being that it brings e.g. kicking footballs.
* Encourage respect for their environment and to care for living things.
* Staff/child interaction is paramount, e.g. team games help to develop social skills.
* Other activities are provided offering opportunities to investigate, explore, problem solve, use their imagination and creativity.
* Staff will observe, record and assess the learning that happens during outside play.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Reporting Adverse and Untoward Incidents**

**Principle**

Chapel Road Community Playgroup is committed to providing a safe and secure environment for all children.

**Statement of Intent**

Chapel Road Community Playgroup will ensure that when an incident occurs that appropriate action is taken and accurate information is recorded and communicated. An incident is classed as an occurrence which may under certain circumstances cause an injury to one or more persons.

**Procedure**

* When an incident occurs a staff member should discreetly address the incident using the approved methods of the setting, inform the Leader and complete an Incident form.
* Staff who witness the incident are responsible for recording it.
* Staff will document the child’s name, date, where the incident happened, the nature of the incident and any injury that may have occurred. The member of staff must clearly write his/her name, sign and date it. If another member of staff witnessed the incident they too must sign the form.
* The parents will be given an account of the incident and asked to sign the record when they collect their child.
* Staff will adhere to their confidentiality policy and must not disclose any other information regarding another child to parents.
* Once has been collected and form signed by parent, the form must then be given to the Leader.
* All incidents will be monitored to check if there are any re-occurrences and adjustments made accordingly.
* Where medical attention is required the Leader should notify the parent/carer as soon as possible whilst the key worker cares for the child appropriately.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

**Safeguarding and Child Protection Policy**

**Principle**

At Chapel Road Community Playgroup we support the need for every child to be protected from all forms of maltreatment, exploitation, physical, mental and sexual abuse as outlined in Article 19 and 34 of the United Conventions on the Right of the Child. Child protection is everyone’s business.

**Statement of Intent**

Chapel Road Community Playgroup aims to provide the highest quality, care and education for all children attending the setting. At the Playgroup we aim to provide a warm, welcoming and caring environment within which all children can learn and develop as they play. The setting intends to work in partnership with parents/guardians to meet their needs and the needs of their children. We in Chapel Road Community Playgroup have a responsibility for the safeguarding and Child Protection of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff and volunteers should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or harm to a child is suspected and outlines referral procedures within our playgroup.

**Key Principles**

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995

*“Co-Operating to Safeguard Children and Young People in Northern Ireland” (DOH, 2017), the Department of Education (Northern Ireland) guidance “Safeguarding and Child Protection in Playgroups”*

(DENI Circular 2017/04)

Safeguarding Board for NI Core Child Protection Policy and Procedures (2017).

Playgroup Safeguarding Team

The following are members of the playgroup’s Safeguarding Team:

* Vice Chair-Miss Ann Kerr
* Designated CP Officer – Miss Catherine Blee
* Deputy Designated CP Officer- Mrs Louise Devine

Roles and Responsibilities

* Designated/Deputy Designated Officer

Every playgroup is required to appoint a Designated Officer with responsibility for Child Protection. They must also appoint a Deputy Designated Officer who as a member of the Safeguarding team will actively support the Designated Officer in carrying out their duties including the induction and training of all playgroup staff including support staff.

This policy sets out common values, principles, and beliefs and describes the steps that will be taken in meeting our commitment to protect children. It applies particularly to how we protect children from abuse within our own organisation and within the partner organisations with which we work closely.

Applicability

This policy applies to all staff and other key groups as follows:

* "Staff" refers to all staff – full time, part time, international and national – and also those engaged on short-term contracts such as consultants, researchers, etc.
* "Others" refers to volunteers, board members, trustees, staff in partner agencies, and any other individuals or groups or organisations that have a formal/contractual (but not employment) relationship to Chapel Road Playgroup

**OUR COMMITMENT TO PROTECT CHILDREN**

**1. Our values, principles and beliefs**

* All child abuse involves the abuse of children's rights.
* All children have equal rights to protection from abuse and exploitation.
* The situation of all children must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation.
* Child abuse is never acceptable
* We have a commitment to protecting children with/ for whom we work
* When we work in partnership with other agencies, they have a responsibility to meet minimum standards of protection for children in their programmes.

**2. What we will do**

We will meet our commitment to protect children from abuse through the following means:

* Awareness: we will ensure that all Staff and Others are aware of the problem of child abuse and the risks to children.
* Prevention: we will ensure, through awareness and good practice, that staff and others minimise the risks to children.
* Reporting: we will ensure that staff and others are clear what steps to take were concerns arise regarding the safety of children.
* Responding: we will ensure that action is taken to support and protect children were concerns arise regarding possible abuse.

In order that the above standards of reporting and responding are met, Staff of the Playgroup:

* take seriously any concerns raised
* take positive steps to ensure the protection of children who are the subject of any concerns
* support children, staff or other adults who raise concerns or who are the subject of concerns
* act appropriately and effectively in instigating or co-operating with any subsequent process of investigation
* are guided through the child protection process by the principle of 'best interests of the child' listen to and takes seriously the views and wishes of children
* work in partnership with parents/carers and/or other professionals to ensure the protection of children.

**3. How we will ensure our commitments above are met**

* All partners will agree to abide by the code of conduct
* All staff and others will have access to a copy of the child protection policy
* Recruitment procedures will include checks on suitability for working with children
* Induction for Staff and Others will include briefing on child protection issues
* Every workplace will display contact details for reporting possible child abuse and every member of staff will have contact details for reporting.
* Systems will be established by every member to investigate possible abuse once reported and to deal with it. For countries with statutory reporting obligations this will include activating statutory procedures.
* Training, learning opportunities and support will be provided by Save the Children Members as appropriate to ensure commitments are met.

Injuries on arrival

Any child injuries observed by staff on arrival will be documented on the child’s individual explained / unexplained injury form.

Contact and Phone Numbers

* Gateway Team: 02871314090
* HSST Out of Hours Service: 02895049999
* Early Years Team: 02871 320950

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Security of the Setting**

**Principle**

Chapel Road Community Playgroup is committed to the children we care for and their safety, as well as all staff and visitors in the Playgroup.

**Statement of Intent**

No unauthorised persons will be granted access to the Playgroup at any time without management authorisation.

**Procedure**

* All outside personnel will be required to sign in and out of the Playgroup.
* Gates leading to the outdoor area are properly secure at all times. Do not leave the gate open.
* Bolts and catches and other security devices will be checked regularly to ensure they are working correctly.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Smoking/Alcohol and Substance Abuse Policy**

**Principle**

Children’s health and wellbeing is of the utmost importance in Chapel Road Community Playgroup.

**Statement of Intent**

Smoking, alcohol and substance abuse have proved to be a significant health risk and therefore in accordance with childcare legislation, the Playgroup operates a strict no smoking, alcohol and substance abuse policy within its buildings and grounds. It is illegal to smoke in enclosed places.

**Procedure**

* Parents are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, carers, visitors, contractors etc.
* Staff accompanying children outside the Playgroup are not permitted to smoke e.g. whilst on an outing.
* Staff who smoke must wear an outer garment over uniform to prevent the smell of smoke lingering on their uniform.
* Please wash hands when returning from smoke break.
* No smoking within the Playgroup grounds is permitted
* Alcohol is not permitted on the premises.
* Staff who fail to adhere to this policy will be subject to gross misconduct and the relevant consequences.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Students / Trainee Policy**

**Principle**

Chapel Road Community Playgroup is committed to sharing best practice with those wishing to pursue a career in childcare.

**Statement of Intent**

We aim to provide for students/trainees on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

**Procedure**

* We welcome the chance to encourage training. We accept student/trainees placements and recognise this as an opportunity to examine and revise our own practice.
* Students/trainees are expected to be associated with a recognised child related course.
* All trainees are subject to all vetting procedures.
* Students/trainees will be supervised at all times by a member of staff assigned to them and will never be left alone with the children.
* We require students/trainees to adhere to all our policies and procedures.
* We co-operate with students/trainees tutors in order to help students/trainees to fulfil the requirements of their course of study.
* To maintain parent partnerships, parents will be informed of when students/trainees are present in the Playgroup by way of the parent notice board/newsletter
* All students/trainees on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes.
* Confidentiality must be upheld at all times.
* All students/trainees are encouraged to contribute fully to the Playgroup routine.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Visitors Policy**

**Principle**

Chapel Road Community Playgroup ensures that the safety of the children as well as the staff is a priority at all times regarding visitors.

**Statement of Intent**

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the Playgroup.

**Procedure**

All visitors must complete the visitor book providing the following information:

* The time/departure of the visitor
* Purpose of visit
* A signature
* Staff will not admit unauthorised persons to the Playgroup through children’s outside play area.
* Under NO circumstances is a visitor to be left alone with a child(ren).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Walks and Short Outings Policy**

**Principle**

At Chapel Road Community Playgroup, the children will have the opportunity to be taken for local walks, visits etc off the premises and permission will be sought for your child to be included in such outings. The registration form includes a request for permission to be given for short local outings.

**Statement of Intent**

Walks and outings are planned on a basis that they are appropriate to the age and developmental stages of participating children. Parents will be informed in advance of any visits or outings involving transport. The necessary checks will be made regarding safety.

**Procedure**

* When taking the children on a daily walk the Playgroup will:
* Carry out a Risk Assessment of the intended route.
* Ensure the staff/child ratio will be adhered to at all times
* Staff members will
* Complete a ‘Short Outing Risk Assessment. This will include;
* Date and Time
* Destination/Route
* Purpose of the Outing
* Names and Number of Children
* Staff Names
* Playgroup contact number/ Emergency Number.
* Take a first aid kit.
* Ensure children are at all times accounted for and take regular headcounts during the visit.
* In the event of an accident contact the Playgroup for advice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Whistle Blowing Policy**

**Principle**

Chapel Road Community Playgroup expects the highest standards of conduct from all employees and will treat seriously any concerns that an employee may have about illegal or improper conduct.

**Statement of Intent**

All employees through agreed procedures and without fear of recrimination bring to the attention of the Leader any serious impropriety or breach of procedures.

**Procedures**

* Voice your concern, suspicions or uneasiness as soon as you feel you can.
* Try to pinpoint what practice is concerning you and why.
* Approach someone you trust and who you believe will respond to you.
* Make sure you get a satisfactory response – don’t let the matter rest.
* Put your comments in writing to the Leader.
* Discuss your concerns with the Leader in confidence.
* A member of staff is not expected to prove the truth of an allegation, but you will need to demonstrate sufficient grounds for the concern.
* The Leader will undertake an investigation into your concerns and offer you support.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Working in Partnership with Parents/Carers Policy**

**Principle**

Chapel Road Community Playgroup will work in partnership with parents/ carers in order to meet the needs of all children in our Playgroup and develop the best possible care.

**Statement of Intent**

All parent’s views and opinions are welcome and we will hold this information in confidence. We believe that children benefit most when parents and the Playgroup work in partnership and systems and procedures are established and put in place to achieve this.

**Procedure**

All parents will receive;

* Through access to written information and through regular informal communication. We check to ensure parents understand the information which is given to them.
* We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the Playgroup.
* We provide information about opportunities for being involved in the Playgroup e.g. social events and seasonal festivals.
* We welcome assistance from parents, in whatever form this may take.
* We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
* We provide opportunities for parents to learn about the Playgroup
* Parents have access to all information regarding their child.
* Parents will have regular opportunities to meet with staff.
* A key worker system is in place – every child has their own key worker who is responsible for completing observation and assessments on their group of children – any information about the child can also be shared directly between the parent / carer and their child’s key worker. It also helps the child to know they have their own particular member of staff to help and reassure them if need be.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Sun Screen Policy**

Children need to be protected from the suns UVA and UVB rays all year round. Parents who wish to protect their children should take time to apply sun screen cream at home, as Chapel Road Community Playgroup staff are not permitted to apply lotion or cream unless parents have signed permission slip attached to Registration Documents. Parents will be required to supply this sun screen to ensure children do not have an allergic reaction. All sun screen provided must be clearly labelled with the child’s name.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Settling –In Policy**

Settling in to Chapel Road Community Playgroup is very important for you and your child to ensure their time at the pre- school is an enjoyable one.

You will be made welcome into Chapel Road Community Playgroup and your contributions will be greatly appreciated as together we will help your child make the transition into community playgroup as smooth as possible. You may stay as long as is necessary to settle your child. You may feel your child is taking a long time to settle but from our experience if a parent follows our guidelines the child will settle in with the least stress to all concerned.

**Procedures**

* When parents leave, we ask them to say good-bye to their child and explain that they will be coming back, and when. Above all, no sneaking away as this only leads to more anxiety for your child.
* Do not hesitate to ring for confirmation if you are concerned if your child has not settled.
* If your child has a special toy, which he/she uses as a comforter, please make sure they bring it with them.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**CODE OF CONDUCT**

All Staff and Others agree to abide by this Code of Conduct.

Staff and others must never:

* Hit or otherwise physically assault or physically abuse children
* Develop physical/sexual relationships with children
* Develop relationships with children which could in any way be deemed exploitative or abusive
* Act in ways that may be abusive or may place a child at risk of abuse.
* Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
* Behave physically in a manner which is inappropriate or sexually provocative
* Have a child/children with whom they are working to stay overnight at their home unsupervised
* Sleep in the same room or bed as a child with whom they are working
* Do things for children of a personal nature that they can do themselves (e.g. toileting/changing)
* Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
* Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate

any form of emotional abuse

* discriminate against, show unfair differential treatment or favour to particular children to the

exclusion of others.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour. It is important for all staff and others in contact with children to:

* be aware of situations which may present risks and manage these
* plan and organise the work and the workplace so as to minimise risks
* as far as possible, be visible in working with children
* ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
* ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
* talk to children about their contact with staff or others and encourage them to raise any concerns
* empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general it is inappropriate to:

* spend excessive time alone with children away from others
* take children to your home, especially where they will be alone with you.

**Appendix I**

The IASC Task Force on Prevention of Sexual Exploitation and Abuse Six Core Principles on Sexual Exploitation and Abuse:

* Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment;
* Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence;
* Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
* Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
* Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.
* Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**CCTV Policy**

Chapel Road community playgroup is based within Chapel Road Primary School who operate a CCTV scheme monitoring the exterior of the building including the community playgroup entrance.

The schemes overall aim is to provide a safer and more secure environment for the benefit of children, parents and staff.

This CCTV Policy is relevant to the Chapel Road Community Playgroup.

* Notices are permanently displayed at key locations to indicate that a CCTV monitoring system is in place
* The CCTV cameras monitor the exterior of the building continuously with the community playgroup having a monitor in the playroom

The community playgroup recognises the importance of providing and maintaining a safe environment for children, parents and staff members at Chapel Road community playgroup

The use of CCTV provides:

* Safety and security for children, parents and staff
* Security of premises and equipment

Signs declaring the use of CCTV will be displayed throughout the Playgroup and staff members must be aware that any incident of malpractice seen through the CCTV monitor may be used as evidence in a disciplinary procedure. All new staff members will be informed of the CCTV operation during their induction.

All responsibility in relation to the CCTV system, including Data Protection lies with Chapel Road Primary School.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Participation Policy**

The aim of this policy to ensure that children have meaningful participation. The United Nations Convention on the Rights of the Child (UNCRC) states that:

*“It is the right of children and young people to express their views in relation to matters that affect them and to have these views taken into account.”*

Early Years Practitioners have a crucial role to play in developing a culture which ensures meaningful participation for all children. Effective participation gives all children the opportunity to influence decisions that directly affect their learning and well being and enables children to develop confidence and new skills.

Participation is more than a strategy or an event and there are varying degrees of involvement.

* Child initiated, shared decisions with adults – child led activities, in which decision making is

shared between children and adults working as equal partners.

* Child initiated and directed - adults serve as listeners and observers. This may be through

watching children play, with little or no input from adults.

* Adult initiated shared decisions with children – adult led activities in which the decision making

is shared with the children.

* Consulted and informed - adult led activities in which children are consulted and informed on

how their input will be used and outcomes of adult decisions.

* Assigned but informed - adult led activities in which children understand the purpose, decision

making process and have a role to play.

Non-Participation

* Tokenism - adults want to hear children’sTokenism - adults want to hear children’s views on the

project but they have not really begun to think about the best approach for this. The appearance

of children’s involvement is there, but in fact they have had little opportunity for feedback to

adults.

* Decoration - adult led activities, in which children understand the purpose, but have no input in

how they are planned.

* Manipulation – adult led activities, in which children do as directed without understanding of

the purpose for the activity.

**STAFF ROLES AND RESPONSIBILITIES**

Early Years Practitioners have a vital role to play in working with children to develop ways of ensuring their views are heard and valued.

Early Years Practitioners encourage children to:

* Become more active partners in their education, including the evaluation of their own learning.
* Participate in developing and improving the service to make them more responsive to their needs.
* Make a difference in their settings, their neighbourhoods and their wider communities.
* Contribute to a cohesive community.
* Learn from an early age to balance their rights as individuals with their responsibilities as citizens.
* Develop, through the way they are involved, the knowledge, understanding and skills they will need in adult life.

Early Years Practitioners should ensure that all children are active participants and consider the questions:

* Are we involving children effectively?
* Are we involving children effectively?
* Do we ensure children feel safe and secure allowing time and space to express themselves in whatever form suits them?
* Do we take into account which degree of participation is most appropriate and effective in different settings and situations?
* Do we ensure children are provided with information in formats that are accessible and age appropriate?
* Do we listen carefully to the children’s contributions and take them into consideration?
* Do we evaluate the processes we have used and always give children feedback e.g. why a particular resource was bought over and above others that were chosen?
* Do we ask the children for feedback on decisions they have been involved in?

Children’s views may be expressed verbally or non-verbally through play as they engage in the Playgroup activities e.g. individual or small group discussions, use of puppets, photo cards, pictures to encourage decision making, voting systems etc.

Examples of decision making activities for children:

* Eco Groups – e.g. gardening groups
* Snack monitors – deciding the snack, helping to prepare and serve it
* Helpers – general
* Developing the provision within the room – room layouts, resources
* Creating displays
* Planning - Practitioners involve children in planning through sensitive interaction and effective questioning.

Improvement planning

* Child friendly questionnaires for completion either in the Playgroup or at home in conjunction with parents/carers.
* Children are asked to express their opinions on the running of the service and these views are taken into account and acted upon. The children’s comments are recorded as evidence of their involvement in evaluating staff. This information is used as part of the self-evaluation of the service

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Intimate Personal Care Policy**

**Principles**

The purpose of this policy is to ensure the appropriate processes with regard to intimate personal care are known and adhered to within the setting. Chapel Road community playgroup is committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children/young people with respect and dignity when intimate care is given.

This policy has been introduced to ensure that staff and volunteers within the setting are aware of the Intimate Personal Care Policy and conform to the expectations of Chapel Road Community Playgroup in line with current standards of care.

At all times management and staff will ensure that there is positive engagement with parents/carers and Chapel Road Community Playgroup will work in partnership with regard to toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. The Playgroup will encourage all children to brush their teeth after break time. Staff will follow tooth brushing guidelines, hygiene and storage procedure set out by the Community Dental Service. All children will be supervised whilst brushing their teeth.

**Procedure**

Management and staff will endeavor to ensure that:

* There is adequate support for children/young people with intimate care needs and individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
* Staff who provide intimate care are trained to meet the needs of individual children.
* Children are accompanied to the toilet by a staff member who will wait outside for the child/children to come out.
* Any concerns or abnormalities will be reported to the Leader
* Only vetted staff are allowed to be involved in the intimate care of the children.
* All staff adhere to Chapel Road Community Playgroups Safeguarding and Child Protection Policy.
* Suitable equipment and facilities are made available.
* Staff carrying out intimate care are appropriately supported.
* Where possible one to one care will be provided unless there is an identified need for having more adults.
* Intimate care is discussed and agreed with parents and carers.
* The needs and wishes of the child/young person are taken into consideration.
* The constraints of staffing and equal opportunities legislation are taken into account.
* Changing areas are warm with safe areas to change children.
* Gloves and aprons are put on by staff before changing starts.
* There is an appropriate sanitary bin designated for the disposal of soiled under wear

Any abnormalities or concerns will be reported to the leader.

A child’s clothes will only be changed if they:-

* become wet playing with water / messy play
* have a toilet accident
* are sick
* are in unsuitable clothing – e.g. too hot / cold

Where a child has special needs all intimate care procedures will be discussed and agreed with parents before the child starts. Where a child still wears nappies we suggest that nappies are checked and changed if necessary just before a child comes into the group. It will minimise the discomfort of the child. Parents will be asked to read over this toileting and personal care policy and sign that they agree with it.

The staff will record accidents of all natures in an incident book specifying the reason why your child has been changed and by whom. A note explaining the reason for the change of clothing will also be placed in the child’s Home Box. The community playgroup has a small selection of spare clothing, which will be used in these events and we would ask you to return them promptly, if possible provide own set of spare clothes.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_