

# **Rainbow Playgroup Policies - updated 11 / 2022**

1.	Health & Hygiene	Page 2
2.	Procedures for Outings (incl. Lost Child on outing)	Page 5
3.	Administration of Medicine	Page 7
4.	Behaviour Management	Page 8
5.	Safety - Policy and Practice	Page 10
6.	Safeguarding and Child Protection	Page 12
7.	Admissions Policy	Page 19
8.	Child Illness	Page 20
9.	Complaints Procedure	Page 21
10.	Non-collection of Children	Page 22
11.	Lost Child Procedures	Page 23
12.	Inclusion Policy—incorporating Equal Opportunity	Page 24
13.	Special Educational Needs and Disability (SEND)	Page 26
14.	Charging Policy	Page 30
15.	Whistle blowing Policy	Page 31
16.	Staff Behaviour policy	Page 32
17.	e-safety Policy	Page 33
18.	Privacy	Page 34
19.	Settling In	Page 36

# **1. Health & Hygiene - Policy and Practice**

Our playgroup promotes a healthy lifestyle and high standards of hygiene in its day to day work with adults and children. This is achieved as follows:-

## **1.1 Health**

### *Food*

- All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- A 'no nuts' policy is in place.

### *Outdoor Play*

- Children will have the opportunity to play outside in all weather conditions unless deemed to be unsafe (e.g. Ice on the ground)

### *Suncream*

- When necessary staff may apply suncream to children who cannot do it themselves when prior parental permission has been obtained. Suncream needs to be provided in a named bottle. When applied the time and date will be recorded .

### *Illness*

- If the children of playgroup staff are unwell, the children will not accompany their parents/carers to work at playgroup.
  - Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
  - If a child is on prescribed medication - see medication policy.
  - The Playgroup will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. First aid kit will be checked regularly. Sterile items will be kept sealed in their packages until needed.
  - Members of staff will be trained in First aid
  - Ofsted will be notified of any serious accident or injury
- See Policy 8 - Child Illness

## **1.2 Hygiene**

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:-

### *Personal Hygiene*

- Hands washed after using the toilet.
- Hands washed before and after snacks.
- A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically. Hands to be washed after blowing nose.
- Children encouraged to shield their mouths when coughing.
- Paper towels used and disposed of appropriately.
- Hygiene rules relating to bodily fluids followed with particular care and all staff aware of how infections, including HIV infection, can be transmitted. Gloves will be worn and soiled items will be bagged and disposed of in the designated bin.
- Spare laundered pants, and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.
- Nappy changing :-the time and date when a nappy is changed or when soiled/wet clothing is changed will be recorded. When changing a child's nappy staff will ensure that health hygiene and safety for the child and themselves is maintained. Used nappies are bagged and disposed of in the designated bin.
- Wiping bottoms – when a staff member has to wipe a child's bottom this will be recorded.

### *Cleaning*

- Tables are cleaned before and after snacks/lunch
- All surfaces cleaned daily with an appropriate cleaner.

## *Food*

The Playgroup will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:-

- Always wash hands under running water before handling food and after using the toilet.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Wash fresh fruits and vegetables thoroughly before use.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.

Tea towels will be kept scrupulously clean and washed between each session.

All utensils will be kept clean and stored in a dust free place eg closed cupboard or drawer.

## **2. Procedures for Outings**

- A risk assessment will be carried out
- Parents will be informed of all planned outings and their purpose as soon as practical.
- Parents will be required to give authorisation for their child to go on the outing. If no signed authority is received then the child will be unable to go on the outing.
  - We also go on walks around the area which have not been planned in advance. Parents will sign the registration form to give permission for their child to go on walks.
- Parents are sometimes asked to assist to ensure that there is extra supervision.
- The route to be taken will be checked prior to the outing.
- A Rainbow Playgroup phone will be taken along with contact numbers for each child. If a small group is going out they will only take the setting phone number.
- A First Aid kit will be taken.
- Children will wear Hi-vis jackets.

### **Lost Child on Outing**

We attempt to minimise the chance of a child becoming lost by ensuring that there is a ratio of at least 1 staff member/parent to 3 children with children being under constant supervision.

If a child is noted to be missing the procedures will be as follows:

- The group will be gathered together
- Adults will be asked when they last saw the child and what the child was wearing
- The group will remain together whilst as many adults as possible are sent to search for the child
- The supervisor will contact the police and their advice will be followed
- If the parents/carer are not on the outing they will be contacted

- Group will return to Playgroup after a designated time in order to maintain staff : children ratios whilst some are left to assist with the search
- Once the child has been found the staff will review how the incident occurred and how to ensure that it could not happen again. OFSTED will be informed.

### **3. Administration of Medicine**

If a child is on prescribed medication the following procedures will be adopted. If possible the child's parents will administer medicine.

The medicine must:-

- have been prescribed by the child's own medical practitioner
- be kept in a secure place with access only by authorised persons
- be clearly labelled with the child's name and the pharmacist's label which will be photocopied and kept on file

A log will be kept recording inhalers held in Playgroup including expiry date.

The Playgroup must have a letter of authorisation from the child's parents, giving instructions in accordance with pharmacist's instructions.

A medication form will be completed every time medication is administered, detailing:-

1. Child's Name
2. Date
3. Time
4. Type of medicine
5. Dosage administered
6. Name and signature of person administering the medication
7. Name and signature of witness
8. Signature of parent
9. Time of notification of parents (when emergency administration of medicine is given to a child)
10. Child's reaction to medicine
11. Signed to say medicine returned (if applicable)

Medicines can be administered by a First Aider, witnessed by another member of staff. Specialised medication ie Epipens cannot be given without specialist training.

Where necessary individual health care plans will be put in place and any training needed will be accessed.

## **4. Behaviour Management**

We believe children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

In order to achieve this:-

- All adults will ensure the Playgroup rules are applied consistently so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- We praise and endorse desirable behaviour such as kindness and willingness to share.
- Adults will try to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction or praise .

When children behave in unacceptable ways:-

- Physical punishment such as smacking or shaking will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as the "naughty chair" will not be used.
- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern of behaviour.



- Where appropriate this might be achieved by a period of quiet time with an adult.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout or raise their voice in a threatening way.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs.
- Playgroup will work in partnership with children's parents. Parents are regularly informed about their children's behaviour. We work with parents to address recurring unacceptable behaviour using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.
- Where a child's behaviour cannot be managed and the needs of the child cannot be met and/or the behaviour is so disruptive to others Playgroup reserves the right to exclude the child either temporarily or permanently.

### **Physical Intervention**

Physical intervention maybe used (ie.a child is picked up and removed from the situation ) for the purpose of averting immediate danger of personal injury to any person including the child or to manage a child's behaviour if absolutely necessary.

If this happens a written record will be kept and shared with the parent/carer at the end of the day.

All staff are responsible for behaviour management within the setting with **Catherine Goldsmith** as the named lead.

## **5. Safety - Policy and Practice**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Playgroup will ensure that:-

- All children are supervised by adults at all times and will always be within sight of an adult.
- Forms are available at each session for the recording of any accident.
- All incidents are recorded in the incident book.
- Regular safety monitoring will include checking of the accident and/or the incident record.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door/gate during these periods.
- Children will leave the group only with authorised adults. If an unauthorised adult comes to collect a child the child will not be allowed to go. Any unknown adults should be given an agreed password.
- Safety checks on premises, both outdoors and indoors are made before every session/day and recorded.
- All Low level glass is safety glass.
- Outdoor space is securely fenced and gates bolted at all times.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines, are stored out of reach of children.

- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Fire drills are held regularly. We have a fire drill procedure displayed in the room.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- Smoking is not allowed on the premises.
- Fire extinguishers are checked annually.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- Equipment offered to children is developmentally appropriate recognising that materials suitable for an older child may pose a risk to younger/less mature children. Equipment is risk assessed and changed according to the children present.
- We have a lockdown/emergency procedure

## **6. Safeguarding & Child Protection Policy and Procedure**

Safeguarding and promoting the welfare of children is defined for the purposes of statutory guidance under the Children's Acts 1989 and 2004 respectively as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstance consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Abuse of children can take different forms: physical; emotional; sexual and neglect

Abuse of children is normally thought of as adult on child but staff are aware of the fact that abuse of children can also be by other children (peer on peer).

Staff are aware that children with special educational needs and/or disabilities are more vulnerable to abuse.

When children are suffering from physical, sexual abuse/exploitation or emotional abuse or may be experiencing neglect this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play.

Where such evidence is apparent the member of staff will immediately discuss these concerns with the designated safeguarding lead Catherine Goldsmith or deputy - Caroline Gordon. During opening hours the designated safeguarding lead or deputy will always be available.

A confidential written record of any concerns will be kept including

- Child's name and address
- Child's age

- Date and time of observance
- Objective record of the observation or disclosure
- Exact words spoken by child
- Name of the person to whom the concern was reported with date, time and
- The names of any other person present at the time.

The concerns will be passed to the Multi Agency Safeguarding Hub (MASH) on 0300 126 7000 option 1, option 1 ([www.northamptonshirescb.org.uk/childcare](http://www.northamptonshirescb.org.uk/childcare) referrals)

### **6.1 Sharing of Information**

Parents will be informed at the same time of any report being made except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser and in these cases the investigating officer will inform parents.

- All suspicions and investigations are kept confidential and are shared only with those who need to know, under the guidance of the Local Safeguarding Children Board .
- Confidential records kept on a child are shared with the child’s parents or those with parental responsibility only if appropriate under the guidance of the Local Safeguarding Children Board.

For further information see “Information Sharing March 2018”.

#### **6.2.1 Emergencies**

- If a child is in immediate danger, left alone or missing the police and/or ambulance service will be contacted directly on 999.
- If a child is at immediate risk MASH will be called on 0300 126 7000. A telephone referral will be made and subsequently put in writing

#### **6.2.2 Non-Emergencies**

If there is no immediate danger Threshold & Pathways will be referred to in order to establish the level of need and risk before taking action.

Advice can be obtained from the Multi Agency Safeguarding Hub (MASH) on 0300 126 7000. (option1,option1)

In all other circumstances to make a referral to MASH an online referral form will be completed.

### **6.2.3 Out of Hours**

Outside normal office hours (Monday-Friday 8am-6pm) the out of hours service will be contacted on 01604 626938.

Please refer to NSCB Procedures Manual at

[www.northamptonshirescb.org.uk/pm](http://www.northamptonshirescb.org.uk/pm)

See leaflet New NSCB Procedure Manual in Safeguarding folder at playgroup.

We also have a copy of the HM Government publication “What to do if your child is being abused” (March 2015).

For further information see “Working Together to Safeguard Children 2018” available via a link from Procedures manual.

Note: in some cases where children live out of Northamptonshire other bodies will be contacted. For example the Peterborough area is covered by

- The Peterborough Safeguarding Board - 01733 864170
- Out of hours 01733 234724
- Cambridgeshire 0345 045 5203

### **6.3 Attendance**

Children’s attendance and non-attendance is recorded in the Register

If a child is absent from the setting the parent should ring or text us on the playgroup phone 07542 089540 to inform us of the reason and this will be noted in the Register. If a child has not arrived by 10.00am and no reason has been given ,the parent will be contacted. For any late arrival after 9.10 the time of arrival is recorded. This information is monitored.

#### **6.4 Private Fostering**

When a child under the age of 16 (under 18 if disabled) is living with someone who is not their parent or close relative Northamptonshire Childrens' Services must be informed.

#### **6.5 FGM**

FGM is illegal and is child abuse. It is the responsibility of the setting to report any known case of FGM to the police. The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report – the responsibility cannot be transferred. The staff are aware of the signs to look out for regarding FGM and have completed relevant training.

See FGM Information leaflet in Safeguarding folder. FGM  
Helpline 0800 0283550 [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

#### **6.6 Allegation of child abuse against Member of Staff**

All staff are checked and monitored. References are taken up and DBS Vetting and Clearance is undertaken.

New staff members who have not yet received clearance, students and visitors will not be left on their own with children.

The layout of Playgroup is such that all staff are within earshot of each other.

Any suspicions or allegations of child abuse against a member of staff will be reported within 24 hours of the incident to the Designated Officer

By completing a referral form [www.nctrust.co.uk](http://www.nctrust.co.uk) and sending it to [MASH@nctrust.co.uk](mailto:MASH@nctrust.co.uk)

If advice is needed before completing referral form contact Designated officer 01604362993 or email [ladoreferral@nctrust.co.uk](mailto:ladoreferral@nctrust.co.uk)

- OFSTED will be informed and given details of action taken within 14 days. It is an offence to fail to comply with this requirement.

[ofstedonline.ofsted.gov.uk/ofsted/OfstedEarlyYearsNotification.ofml](https://ofstedonline.ofsted.gov.uk/ofsted/OfstedEarlyYearsNotification.ofml)

The Designated Officer should be informed of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against children, or related to a child or
- Behaved towards a child in a way that indicates they may pose a risk of harm to children, for example if their conduct falls within any of these categories of abuse:
  - Physical
  - Emotional
  - Sexual
  - Neglect

Any concerns about the manager should be reported by staff in the same way as above.

Allegations of child abuse against a member of staff will be treated in strict confidence. The Playgroup will encourage its staff to co-operate with the investigation in anyway it can and will act impartially.

The staff member will be suspended during the period of investigation. The reasons for the suspension will remain confidential.

After the conclusion of the investigation, the staff member will be re-instated if the allegation is proved to be unfounded. If the allegation is upheld then the staff member will be dismissed and DBS informed.

Clear records will be kept of any allegations, and the reporting thereof.

Allegations of serious harm or abuse by any person living, working or looking after children will be reported in line with the above practice whether allegations relate to harm or abuse committed on the premises or elsewhere.

Under the Safeguarding Vulnerable Groups Act 2006 it is a duty of the provider to make a referral to the Disclosure and Barring Service where a member of staff has left or been dismissed because they have harmed or put a child at risk.



## **6.7 Disqualification**

- In the event of the disqualification of the Registered Provider, Catherine Goldsmith, the provider must not continue as an Early Years Provider
- A person who has been disqualified must not be employed
- If the Provider becomes aware of relevant information that may lead to disqualification of an employee the Provider will take appropriate action to ensure safety of the children
- The Provider or childcare worker may also be disqualified because they live in the same household as another person who is disqualified
- The Provider must notify OFSTED of any significant event including disqualification which is likely to affect the suitability of any person who is in regular contact with children on the premises.
- The provider must give OFSTED information of any order, conviction or determination or any other ground for disqualification from registration under regulations made under Section 75 of the Childcare Act 2006 made against themselves or any other person who lives in the same household (see section 3.17 DFE Statutory Framework 2014)

## **6.8 Prevent Duty**

The Prevent Duty Guidance came into force in July 2015. Providers are required to 'have due regard to prevent people from being drawn into terrorism' See

- Prevent Duty Advice
- Prevent Duty Guidance (Revised) (in Safeguarding Folder)

## **6.9 Mobile Phones & Cameras**

Staff will place their mobile phones in a marked box for the duration of the Playgroup Session. This box is kept on a high shelf in full view.

The staff has a whistle blowing responsibility to report other staff members' misuse of mobile phones during setting opening times.

The setting operates a **mobile phone free environment** which includes visitors and parents. Parents must not take photographs / videos of children whilst on setting premises.

The setting phone will be used to contact families.

If there is an outing a setting phone will be taken.

Any photographs taken in the group will be taken on the setting camera or the Kindle. Photographs are downloaded and deleted from the camera regularly. Written permission is obtained from parents to use photographs on website, Facebook and promotional materials. Written permission is obtained from parents to allow photographs to be used in learning journals.

If a camera or Kindle is lost it must be reported to the Safeguarding lead immediately.

Please also see E-Safety Policy.

### **6.10 Staff taking medication / other substances**

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

It is the duty of staff to report to the registered provider if they are on medication which may affect their ability to care for children and to seek medical advice. If the registered provider has any concerns about the ability of a staff member then relevant action will be taken.

Any staff medication on the premises will be kept securely in the office.

## **7. Admissions Policy**

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

- Ensure that the existence of the Playgroup is widely known in all local communities. We will place notices advertising the Playgroup in places where all sections of the community can see them.
- A waiting list will be kept as children register for the Playgroup. Where possible date of birth will be taken into consideration.

## **8. Child Illness**

If a child is/has been unwell, it is strongly advised that the child does not come to Playgroup until he/she has recovered.

If you need to give your child Calpol they are unwell.

If your child has been given antibiotics please give these a few days to start working before returning to Playgroup . (See medicine policy 3)

Parents are asked not to bring into Playgroup any child who was been vomiting or had diarrhoea until at least 48 hours (2 days) has elapsed since the last episode.

In the event of a child falling ill at Playgroup:-

- A member of staff will contact the parent. If the parent cannot be contacted then we would call the named emergency contact and ask them to collect the child.

## **9. Complaints Procedure**

A parent who has concerns about any aspect of the Playgroup's provision should talk over any worries and anxieties with the Playgroup leader - Catherine Goldsmith. Most concerns can be dealt with in this way.

If there is still a problem a more formal complaint in writing can be made. The complaint will be investigated. Any necessary action will be taken and parents informed of the outcome within 28 days of the date on which the complaint was made.

A written record of the complaint will be kept in a 'Complaints Log'. This will include the complaint, how it was dealt with, the action taken and the outcome. This record will be available for OFSTED to inspect. This record may also be shared with any parent who requests to see it. Regard for confidentiality will be observed and therefore no names will be used in this record.

(OFSTED Help Line: 0300 123 1231)

## **10. Non Collection of Children**

If a parent/guardian fails to collect their child we adopt the following practice:-

- We attempt to contact the child's parents/guardians through their registered contact numbers.
- If this is unsuccessful we will try the child's emergency contact numbers.
- The child will be kept at Playgroup in the care of two staff for as long as possible.
- If no one collects the child and the staff are no longer available to care for the child, we will contact Northamptonshire County Council Children Customers and Education Services Initial Contact Team 0300 126 7000 and inform OFSTED (0300 123 1231).

## **11. Lost Child Procedures**

In the event of a child being lost, we will ensure that a search is made for the child as soon as possible. Parents and authorities will be informed at the appropriate stage and a high level of care will be maintained to other children at the playgroup.

### **Procedure to be followed**

- We will check the register to confirm that the child came to playgroup.
- A search will be undertaken of all rooms and cupboards accessible in the playgroup
- The outside area will be checked as well as the car park and other surrounds of the building
- Whilst this initial search is being made the manager/deputy manager will make enquiries of all adults at playgroup to establish the last sighting of the child and also to establish what clothing the child was wearing.
- The manager/deputy manager will report the matter to the police and follow their advice
- If the child has still not been found the manager/deputymanager will instruct another staff member to carry out a search of the building and surrounding area and to carry on searching until the child is found
- The manager/deputy manager will contact the parents/carer and ask them to come to Playgroup by their usual route, preferably by walking especially if this is a regular way of coming to/returning from Playgroup.
- The Playgroup Activities for the remaining children will continue as normal and children will be given the proper attention
- Once the child has been found the staff will review how the incident occurred and how to ensure it could not happen again. OFSTED will be informed.

### **Lost Child on Outings**

See Procedure for Outings

## **12. Inclusion Policy**

At Rainbow Playgroup we believe that all children, regardless of their individual needs, have the right to a broad, balanced and purposeful Early Years curriculum and full access to all activities. Our intention is to welcome all children and families to an inclusive setting.

### **Equality Act 2010**

We have regard for the Equality Act 2010 which states that everyone has the right to be treated fairly and protected from discrimination on the basis of certain characteristics including disability, sexual orientation, sex, religion/belief, race or gender reassignment.

### **Admissions**

Rainbow Playgroup is open to every family in the community. We allocate places in a fair way.

### **Employment**

Rainbow Playgroup appoints the best person for each job. All applicants and all appointed staff are treated fairly. Commitment to Inclusion will form part of the job description of all staff. Training for staff in all aspects of child-care, including that for children with special needs, is offered and regularly reviewed. All staff are cleared by the Disclosure and Barring Service

### **Families**

Rainbow Playgroup recognises that many different types of family successfully love and care for children. We offer a flexible payment system for families with differing means. We have spaces for Children with two year funding as well as Funding for Three year olds.

### **Multi-cultural practice**

Rainbow Playgroup is a non-discriminatory organisation. Discriminatory remarks and behaviour are unacceptable. Our response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Our aim is to show respectful awareness of our society as a whole and to welcome people with a diversity of backgrounds. We respect differing cultures



and religions. We aim to assist children in their understanding of other people's life styles through various activities at playgroup.

### **Resources**

Resources will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-cultural society. Material will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures and messages about groups of people.

### **Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and play equipment will offer children opportunities to develop in an environment free of prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

## **13.Special Educational Needs and Disability (SEND)**

The Children and Families Act 2014 requires local authorities to publish, in a single place, information on services and provision across education, transport, health and social care for children and young people aged 0-25 with special educational needs and disabilities (SEND). This is referred to as a ‘Local Offer’. The purpose of this ‘Local Offer’ is to enable parents, carers and young people to see more clearly what services are available for children with SEND in their area and how to access them. The process extends to early years settings and all the information below forms our setting’s offer and shows how we provide for children with special educational needs and disabilities.

Details of Northamptonshire County Council’s Local Offer can be found at - [www.northamptonshire.gov.uk/localoffer](http://www.northamptonshire.gov.uk/localoffer)

### **Our Policy**

*We support children with special educational needs and disabilities by providing an environment in which all children are supported to reach their full potential.*

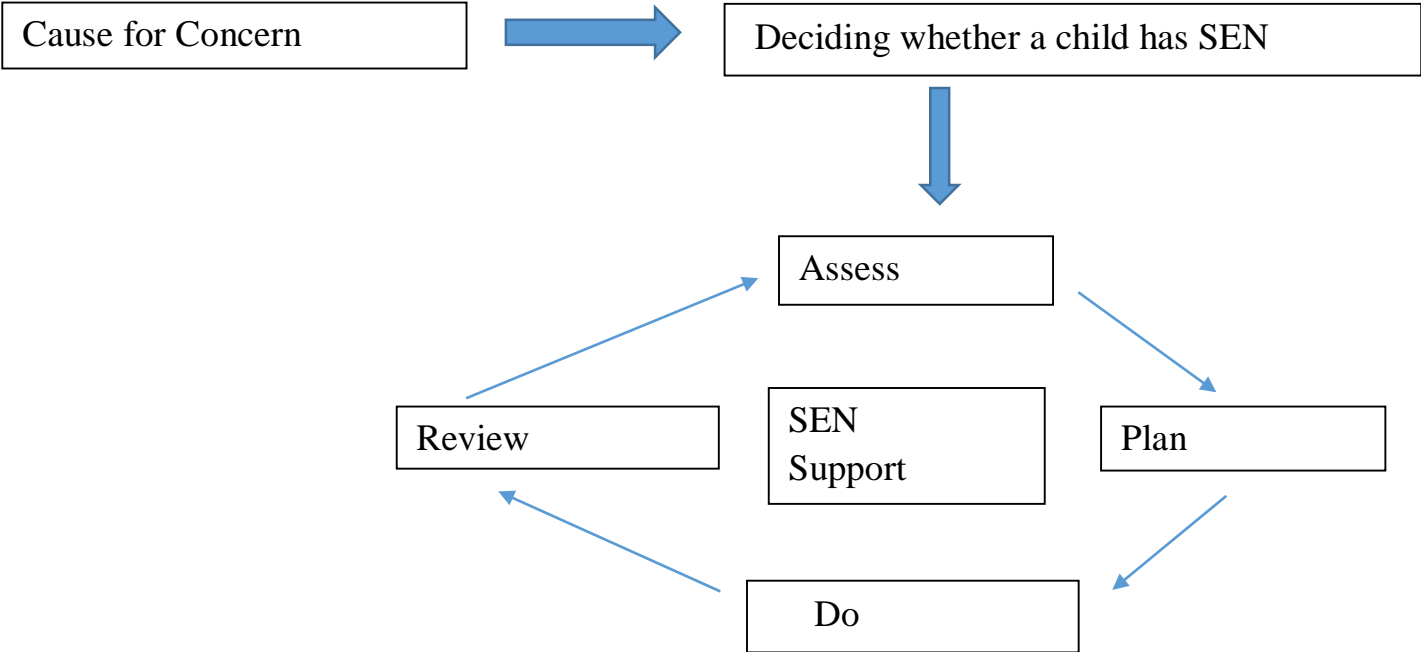
- We comply with the Statutory Framework for the Early Years Foundation Stage and the Equality Act 2010.
- We have regard to the Special Educational Needs and Disability Code of Practice (2014).
- We ensure our provision is inclusive to all children with special educational needs and disabilities.
- We support parents of children with special educational needs and disabilities.
- We identify the specific needs of children with special educational needs and disabilities and meet those needs through a range of SEN strategies.
- We work in partnership with parents and other agencies in meeting individual children’s needs.
- We monitor and review our policy, practice and provision and, if necessary, make adjustments.
- We have a designated Special Educational Needs Coordinator (SENCO)  
– Caroline Gordon

### Identifying children with Special Educational Needs and Disabilities

- On induction to our pre-school the SENCO and parents share information about the strengths and needs of the child to create a positive partnership.
- Families will be supported for as long as it takes for their child to settle. We want all children to feel happy and safe with us.
- Each child has a Keyperson who works closely with the child and the family, and may identify a possible individual need.
- We undertake a ‘progress check at age 2’ which supplies parents/carers with a short written summary of their child’s development.
- Reports from health care professionals may identify a child’s individual needs and we will include these in the child’s learning and development.

### Supporting children with SEND

- Our SENCO will work with all our staff to ensure our SEND provision is relevant and appropriate.
- We use the ‘graduated approach system’ for identifying, assessing and responding to children with special educational needs.



We use a step-by-step response through the various levels of intervention which are discussion of a concern, targeted support, specialist support and Education, Health and Care Plan (EHCP).

- We access additional support from other professionals where necessary.
- Our SENCO will work with all the other staff to ensure implementation of strategies and subsequent continuity of care and education by everyone.
- We ensure that parents are informed at all stages of assessment, planning, provision, monitoring and review of your child's progress.
- Learning Journeys (Keyperson books) are available to view at any time.
- Children who may have additional needs will have a diary to track development progress and information shared between parents and staff.
- All documentation is kept securely in the child's file to ensure confidentiality.
- Our SENCO has completed specific SENCO training and also attends Network Meetings when they occur to keep up to date.
- Staff have attended training linked to specific needs and will attend further courses if required.

### **Accessibility of the environment**

- Disabled access via the main door.
- Disabled toilet available with handrails.
- Resources are easily accessible by the children who have free choice.
- We will explain the limitations of the building and would make changes or adapt our facilities if possible.

### **Working with other professionals**

We will work with other professionals eg. Health visitors ,speech therapists when needed

### **Further Information**

- The Keyperson is always available for advice and support in the first instance. There is a list of every child and who their Keyperson is within the playroom.
- Our Manager and SENCO are also available to offer advice.
- We can signpost parents to other professionals that may be able to help such as health visitor, speech and language therapist, GP

- If a child's needs have been referred to a specific team we will be able to support parents in accessing these services.

### **Moving on to school/or another setting**

- We hold transition review meetings to plan transition for a child into school/setting. As well as parents and pre-school staff, these could include foundation stage school teachers, school SENCO, receiving setting staff and relevant professionals.
- We share all documentation such as early year's assessments, observations.
- We invite receiving school/setting to visit our pre-school to familiarise themselves with, and observe, the child and to share information in partnership with parents.

We operate an open door policy and our staff welcome families to visit our preschool. We will aim to work together to include any child with special educational needs and disabilities always taking into account the wellbeing of the child.

## **14. Charging policy**

### **Fees**

Rainbow Playgroup is open from 8.30am to 3.00pm on Mondays to Thursday and from 8.30 to 12.00 on Fridays. We are open in term time only for 38 weeks a year.

We run as a sessional playgroup with three hour sessions 9.00 -12.00 and 12.00 -3.00.

These sessions can be taken back to back to provide a full day. Children staying for the day will need to bring lunch.

The cost per session is £16.50 which equates to £5.50 per hour. If prices are reviewed notice will be given.

Fees are still payable when children are absent due to sickness or holiday.

‘Before School Care’ is available from 8.30am – 9.00am. This can be used as part of the free entitlement if 8.30 is your child’s regular start time.

If an earlier start of 8.15 is required, this can be arranged but is not part of the free entitlement

### **Childcare vouchers**

We accept childcare vouchers. Please ask for more information.

### **Free Entitlement**

The free entitlement is designed to offer all 3 or 4 year olds access to two years of early learning and childcare provision before reaching compulsory school age. Each child is entitled to 15 hours per week. Some children are entitled to a further 15 hours per week. Please ask for details.

The free entitlement can be taken at two provisions. It is available from 8.30 to 3.00 (Mondays – Thursdays) and 8.30 to 12.00 (Fridays)

### **Two Year Funding**

Some children are entitled to 15 years of free funding from the age of 2. Please ask for more information.

## **15. Whistle Blowing Policy**

All Rainbow Playgroup Staff have an individual responsibility and right to raise matters of concern regarding poor practice at work. The staff's priority is the well-being and safety of all children attending the setting. This takes priority over any loyalty to work colleagues.

The Public Interest Disclosure Act 1999 gives statutory protection to employees who legitimately make a disclosure in the public interest which relates to:

- Crime
- Failure to comply with legal obligations
- Miscarriage of justice
- Health and safety threat
- Damage to the environment

### **Procedure**

Any concerns should be raised with the Manager, preferably in writing. If the member of staff does not wish to put the matter in writing, the Manager should record the information and ask the staff member to sign the statement.

It is the responsibility of the Manager (Catherine Goldsmith) to ensure that any reports are thoroughly investigated and findings are recorded. If the report actually relates to the Manager then the Staff Member should approach Ofsted.

Ofsted (email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk))

Tel. 0300 123 3155

## **16. Staff Behaviour Policy**

Staff should be aware that they may be seen as role models by children and must act in an appropriate manner at all times.

- Staff will follow all Playgroup Policies and Procedures
- Staff will listen to and respect children at all times
- Staff will avoid favouritism
- Staff will treat children fairly and without prejudice or discrimination
- Staff will value and take children's contributions seriously
- Staff will ensure language is appropriate
- Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues and other professionals who use the playgroup. Staff will maintain a professional approach at all times
- Staff will not come to work under the influence of alcohol or drugs including prescribed medication that may hinder their ability to work safely within the Playgroup.
- Staff will respect all areas of confidentiality at all times
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates
- Staff are recognized as representatives of the Playgroup and as such will act appropriately and not by association, bring the reputation of themselves or the Playgroup into disrepute
- Staff will place their mobile phones in a marked box for the duration of the Playgroup Session. This box is kept on a high shelf in full view
- Staff will not smoke on the premises (visitors and families will also be informed that we have a 'no smoking policy' at the playgroup and be asked to respect this.)



## **17. e-safety Policy**

### **Playgroup Laptop**

Children may use the laptop with the children to find out information but this is always done with adult supervision

### **Kindle Fire**

This does not link to the internet and is used as a camera to take photos and videos.

### **Playgroup Camera**

Photographs are downloaded regularly to the Rainbow Office Laptop and then deleted from the camera. Photographs are removed from the laptop on a regular basis .

### **Facebook**

Rainbow Playgroup has a Facebook page administered by Caroline Gordon. Parental permission is obtained annually to use children's photographs on Facebook. Please be aware that photographs uploaded to Facebook are in the public domain.

Facebook is used to show parents what the children have been doing and as a form of advertising.

All photos are removed from Facebook in the Autumn term so that we do not have photos of children who have left on our Facebook site.

### **Mobile Phones**

Playgroup is a mobile free zone with the exception of the Playgroup Contact Phone (see Safeguarding 6.9)

## **18. Rainbow Privacy Policy**

### **1. Business details**

Rainbow Playgroup, The Auction Centre, Eastwood Road, Oundle, Peterborough PE8 4DF

Rainbow's Data is controlled by the the proprietor Mrs C.L.Goldsmith. She can be contacted at the above address or by telephone on 07542-089540

### **2. Purposes of processing data.**

To enable proper childcare provision

### **3. Lawful basis for processing data**

Rainbow Playgroup processes data as part of its legitimate business interests to undertake professional childcare provision

### **4. Rainbow is establishing and will maintain GDPR compliant policies and procedures**

Rainbow holds personal data securely to ensure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is being done through appropriate technical measures and policies.

Rainbow Playgroup needs to detect, report and investigate any personal data breach. A breach which may result in a risk to the rights and freedoms of individuals (e.g. if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage) needs to be reported to the UK Information Commissioners Office (ICO) and members within three days.

Rainbow Playgroup will periodically review its GDPR Policy. Personal data will be held securely whether in paper or electronic form and will not be shared with a third party outside Rainbow without the explicit agreement of the client concerned. Child transition documents have to be passed to schools when children leave the setting.

We may however disclose data for legal reasons. If we suspect criminal activity we may disclose data relating to those involved or affected to the appropriate authorities. We may also be obliged to disclose data if we receive a request from an appropriate authority

**6. Period for which Data on Children and legal guardians is held** Data is processed for Legitimate business interests. Data will be stored for an appropriate period subject to legal, accounting and insurance requirements. At present our policy is to retain data regarding business undertaken for 15 years.

**7. Individual rights**

Legal guardians and individuals have the right to request access to the information which we hold. This can be conducted by contacting Catherine Goldsmith

**8. Automated decision making**

Rainbow Playgroup does not use automated decision making or profiling of personal data.

**9.** Data has to be passed to Northamptonshire County Council for funding purposes. NCC has its own Privacy Policy

## **19. Settling In Policy**

We aim to ensure your child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the setting prior to your child's official start date. The settling-in period is a gradual introduction of the child to the setting, its children, activities, routines and staff.

The child needs to become familiar with the setting and to feel confident and safe within it. Friendships and relationships are an important part of a child's development and we want your child to feel happy and safe. Some children settle quickly and easily into the setting but some children find the experience of leaving their parents distressing.

We will work with you to decide how to help you and your child to settle in. This is negotiated and on an individual basis depending on the child/parent/carer's requirements. For the first few days we may ask you to stay and play with your child. During this time, you will be able to have a chat about your child with the child's keyperson and how best to move forward with the settling in process.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle.

Parents/carers must be prepared to accept that it may take some time for their child to adjust to the setting. Therefore flexibility and understanding from the parents/carers is needed to achieve this.