



Haberdashers' Castle House School

N1 Nursery Specific Policies / Information		
Actions	Date / details	By whom
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All Castle House School policies are applicable to all pupils, including those in the EYFS (Nursery and Kindergarten). "Nursery policies" make additional provision for children of that age

Safeguarding Policy - Child Protection

Castle House Nursery and pre-school follows the procedures contained in the Castle House schools safeguarding policy (ISI ref A6)

The Nursery Manager Miss Miss Frankie Huffa-King is a trained DSL, Mr I Sterling is a DSL in her absence. Tara Clark is a named deputy and DSLs.

Keeping children Safe in Education (2025) (KCSIE) guides the handling of all safeguarding issues and vetting checks. All Staff are required to read part 1.

Allegations of Abuse against a member of staff or a volunteer will immediately be referred to The LADO (01952 385385). Concerns about a child will also be referred Family Connect (01952 385385) whose advice will always be sought on any issue.

FIRST AID POLICY - Accident & Emergency

Most children will have occasional falls and minor accidents at some point during their time at nursery. Whilst staff will take all reasonable steps to ensure that hazards to children both indoors and outdoors are kept to a minimum, we recognise that children need to explore and test their own developing physical abilities and will therefore occasionally suffer an injury. When such an accident occurs staff will:

- Comfort the child and provide any necessary first aid treatment.
- Record details of what happened on an accident form including any treatment given.
- Update the accident record.
- Ensure whoever collects the child signs the accident form which is then filed in the pupil file and added to the system

The Nursery follows Castle House School policy for head injury, a head injury form will be completed and given to the child's parent/carer on collection. A telephone call will be made to the parent/carer informing them of the nature/severity of the injury.

Should the nature of any other injury whilst not causing undue alarm, be more severe, a courtesy call will be made to the parents to inform them.

In the extremely rare event that a child needs hospital treatment parents will be contacted immediately. The child will be transported to hospital by whatever means of transport is required, parents' car, staff car or ambulance, accompanied by a member of the nursery staff, if parents or their named next contacts are not available.

We discuss with parents the procedure for responding to children who are ill or infections.

There is a policy for the administration of medicines, and training is provided to any staff for administration which requires medical or technical knowledge. Usually, only prescription medicines should be administered. Written permission must be obtained from parents for individual medicines to be administered. Where medicine is administered to a child, parents must be informed the same day or as soon as reasonably practicable.

We inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

The first aid policy for the whole school includes the EYFS. A first aid box is accessible at all times and with appropriate content for use with children. An accident form or similar written record is kept for accidents or injuries or first aid treatment.

The setting will notify Ofsted of any serious accident or injury to any child on the registered provision (up to three years of age) whilst in our care and will act upon any advice given.

The setting will also report to the Health & Safety Executive incidents notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

FIRST AID POLICY - Medication Procedure Policy

Nursery staff can administer medicine to a child where it has been prescribed by a doctor, dentist or nurse. Parents will be asked to sign a medication request form detailing the name of the medicine, dosage and times the medicine is to be administered.

Newly prescribed medicines will not be administered for the first time in nursery, due to the possibility of an allergic reaction. Children should have 24 hours at home when medicines are first administered.

For non-prescribed medication (e.g. gels, balms or pain/fever relief) nursery requires prior written consent from the parent and will only administer this when there is a health reason to do so. Aspirin and 'Nurofen' based medication will not be administered unless it has been prescribed by a doctor.

When medicines are administered, an extra member of staff will be present to witness the medicine prescribed is for the child (name on the container is that of the child to whom it is being given), and the correct dosage is given at the time stated by the parent. Both members of staff will sign the medication request form. Student staff are not permitted to administer any medication. The parent will sign the form again when receiving the medication at the end of the day.

All medicines in nursery are stored out of reach of children, either in the lockable wall cabinet, on a high shelf for bulky items or in the fridge accessed only by staff.

Intrusive Medication

If a child needs to have intrusive medication at nursery such as suppositories then the parents must first speak to the Nursery Manager

In cases where the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Supervision Policy

Staffing arrangements are made to meet the needs of all children and to ensure their safety through adequate supervision.

The Nursery and Reception adhere to the ratios outlined in the EYFS 2021.

Staff: Child ratios

For children aged under two:

- There will be one member of staff for every three children
- At least one member of staff will hold a full and relevant level 3 qualification
- At least half of all other staff will hold a full and relevant level 2 qualification

For children aged two:

- There will be one member of staff for every five children
- At least one member of staff will hold a full and relevant level 3 qualification
- At least half of all other staff will hold a full and relevant level 2 qualification

For children aged three:

- There will be one member of staff for every eight children
- At least one member of staff will hold a full and relevant level 3 qualification
- At least half of all other staff will hold a full and relevant level 2 qualification

For children aged four or over, in Reception

In our Reception class, where pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children.

In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing ratio must be at least 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification. This applies to our Reception class.

Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience). In such Reception classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.

Complaints Procedure

The EYFS in Castle House School and Nursery uses the whole school complaints procedure (ISI A14)

In the first instance all complaints relating to Nursery should be brought to the Deputy Nursery Manager's attention, who will endeavour to resolve the nature of the complaint to the satisfaction of both parties.

Additional requirements apply for EYFS settings beyond those which apply to the main school. Written complaints about the fulfilment of the EYFS requirements must be investigated and the complainant notified of the outcome of the investigation within 28 days. The record of complaints must be made available to Ofsted and ISI on request.

All other steps are as detailed in the school's complaints procedure.

Single Centralised Register Policy

All members of staff will have undergone enhanced DBS checks verified by the school.

In accordance with the school's procedures, safer recruitment procedures are followed, and employee details are recorded in the single centralised register of appointments.

Missing & Non-Collected Child Policy

Every care is taken to ensure the children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing, the most senior person present will take an immediate roll call.

An initial search of the immediate area including the kindergarten building, nursery room, nursery playground and storage areas will be undertaken by the most senior person present.

The other staff members will remain with the children and try to ascertain if the children know or have seen where the child went or may be.

If unsuccessful the senior staff member will commence searching the Castle House grounds and outlying classrooms. Another staff member will alert the school office staff who will commence an immediate search of the main school building and surrounding areas.

If the child is not found within fifteen minutes the emergency services will be contacted and the child's parents notified.

Regular checking of the register and ensuring children are signed in and out will reduce the likelihood of staff mistakenly thinking a child is lost when he/she is absent or has been collected.

If a child is not collected at the expected time and the EYFS setting has no knowledge of any reason for non-collection then the following procedure will apply.

- Staff should inform the manager.
- A 15 minute window is allocated for the late arrival of the parent/guardian. If after this time no contact has been made, a staff member will first try to make contact with the parent/guardian by telephone.
- If unsuccessful in contacting parent/guardian, efforts will be made to contact the emergency contacts listed on the child's enrolment details.
- If, after one hour the parent/guardian has not arrived and staff have been unable to make contact with any other emergency contact it may be necessary to contact Social Services and take their advice.

Throughout this procedure the child will continue to be cared for as usual and every effort should be made to ensure the child is not upset by the situation.

The nursery closes at 6pm. For children not collected by this time the above procedure applies, and two members of staff will remain on the premises with the child until collected.

Parents should always be aware of the procedure to be followed in this instance and note that in the case of late collection without good reason, charges will be made.

Policy for Equality and Diversity

The Nursery promotes equality and diversity through a curriculum which is balanced and broad and which promotes the spiritual, moral, mental, social and physical development of children and prepares them for future challenges.

Staff and children are encouraged to respect the rights of all people regardless of their ability, gender, age, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN, social class or any specific disability that they may have. Positive steps are taken through activities and communication to discourage prejudice and discrimination based upon any of these.

All children should be treated equally. This is in accordance with the equality act 2010

- The individual needs of all children will be met with appropriate provision (including those who are disabled or have special educational needs (SEND), who will be included, valued and supported, and for whom reasonable adjustments will be made, either to the buildings or the expectations of staff to enable them to access the curriculum as fully as possible.
- The Special Education Needs Coordinator (SENCO) is Mr G Newell-Hill.
- The SENCO is responsible for monitoring and reviewing the effectiveness of inclusive practices that promote and value diversity and difference.
- Inappropriate attitudes and practices will be challenged by the SENCO or other senior staff of the school and EYFS by speaking directly to staff, pupils or parents where necessary.
- The school and EYFS lays great emphasis on teaching and encouraging children to value and respect all other people.

It is important that we teach children that whilst we are all different, we are equal.

It is important to take into account each child's age, stage of development, gender, ethnicity, home language and ability.

A wide range of toys and activities should be available for all children, which provide positive images and examples of the diversity of life in our society.

All children should have equal opportunities for play and personal development, regardless of their gender, disability, and ethnic origin, racial or religious background.

It is important to respect children's religious backgrounds and to acknowledge and understand a child's religion. It is important to speak to parents and respect their wishes and to come to an agreement that suits the child, parents and nurseries needs.

Adjustments for Accessibility

A child with special needs should be treated equally. Where appropriate reasonable adaptations are made to the curriculum and reasonable adjustments to the premises for accessibility to ensure full participation as far as possible. Refer to Special Needs Policy.

Admissions Statement

All children, parents and families applying for a place at nursery will be treated fairly regardless of race, religion, cultural preferences, disabilities, gender or social status. All applications are treated individually. Places are allocated according to ages of children, specific days required, and availability of spaces in accordance with registration requirements.

Positive Behaviour Management in the EYFS

The Setting aims to provide an environment where children are happy and stimulated thus preventing the need to behave inappropriately.

The setting strives to:

- Support each child in developing their self-esteem, confidence and feelings of competence
- Praise children for good behaviour

- Model good behaviour by treating children and adults around us with respect
- Provide interesting and stimulating activities within a child friendly environment thus preventing children from becoming bored and irritable
- Observe children closely and use the weekly planning to provide for their individual needs
- Work closely with parents to support children's exploration of appropriate and inappropriate behaviour

EYFS rules are concerned with safety, care and respect for each other. If a child was to behave consistently in an inappropriate manner e.g. hurting other children, verbally abusing children or staff, destroying play equipment then staff will:

- Use observations to try to identify trigger points and minimise or alleviate them where possible
- Support the child who finds it difficult to integrate with others by modelling how to play and be friendly with others
- Give the child an opportunity one-to-one to explain (Where possible) why they are behaving this way

Following consultations with parents use will be made of a time-out system. The child will be removed from the situation or play area to a quiet area for a period of two minutes. During these two minutes the child's key person will explain why he/she has been removed. This system will be used consistently by all staff.

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.

Where this does not result in an improvement of behaviour the parent's permission will be sought to seek outside help and intervention.

Staff in the EYFS will never use corporal punishment or any other punishment which physically hurts the child or may humiliate them, or threat of any punishment.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would be regarded as exceptional circumstances. Only the minimum force necessary to restrain the child safely may ever be used. Any occasion where physical intervention is used to manage a child's behaviour will be recorded and parents will be informed about it on the same day.

Biting

Many children go through a stage of biting other children and adults. Staff are aware this is an emotive subject and when it occurs, particularly if a child bites regularly, the following procedure will be followed:

- The victim will be comforted and any required medical treatment given
- The perpetrator will be removed from the situation and told, in a manner appropriate to the child's age that the behaviour was unacceptable.
- Staff will use observations and knowledge of the child to try to identify trigger points and reasons for the behaviour and minimise or alleviate them where possible
- The incident will be recorded in the accident book and the parents of both children will be informed.
- Staff will not divulge to the parents of the bitten child the name of the biter.

EYFS staff recognise that rough and tumble play is normal for young children and acceptable within limits, as long as it does not hurt or upset another child. This kind of play is regarded as pro-social and not problematic or aggressive.

The named practitioner responsible for behaviour management in the EYFS is Miss Frankie Huffa-King, Nursery Manager

Smoking

We operate on a no smoking site, which also includes the use of e-cigarettes and vaping. Any staff who wish to smoke, are to do so off-site and not whilst wearing Nursery uniform. Clothes should be removed or well covered with outdoor clothing to prevent cigarette smoke from lingering on clothing that will be in close contact to children.

Upon return to the Nursery, staff must wash their hands thoroughly and must not interact with any children before doing so.

Staff or parents who escort children on outings must refrain from smoking whilst accompanying the children.